



TERMS OF REFERENCE

NAME OF GROUP:	ICS PERFORMANCE OVERSIGHT GROUP														
PURPOSE	<p>The Group is a Sub-Committee of the STP Leadership Board, supporting the ICS/STP System leaders to effectively hold each other to account for the delivery of, and improvements in, constitutional and other national requirements across Nottinghamshire</p> <p>The Performance Oversight Groups purpose is to identify risks to the delivery of Constitutional and MOU requirements across all areas of performance, ensuring triangulation with quality and finance performance as a whole system view.</p> <p>The Performance Oversight Group will provide oversight and assurance to the STP Leadership Group through exception reporting, as well as initiating and directing performance Task & Finish Groups, focus review groups, or requesting additional assurance information in order to support recovery and improvement as required.</p> <p><i>The current Terms of Reference will continue to develop in line with national policy changes in relation to integrated oversight of ICS/STPs.</i></p> <p><i>Work is underway to ensure ICS/STP System Leaders can effectively hold each other to account for the quality of care being delivered, identifying the improvements needed in constitutional and other national requirements across Nottinghamshire. A Quality Surveillance Group is currently in place providing the health economy with a shared view of risks to quality. However the scope of QSG and other quality committees/forums in place are to be reviewed to ensure oversight and assurance which aligns to the delivery of constitutional and MOU requirements whilst ensuring triangulation with performance and finance as a whole system view. In the interim POG will continue to ensure there is representation from the Derbyshire & Nottinghamshire QSG</i></p>														
MEMBERSHIP	<p>Chair: STP Managing Director Deputy Chair: Head of Assurance & Delivery</p> <p>Members:</p> <table border="1" data-bbox="512 1753 1385 2036"> <thead> <tr> <th data-bbox="512 1753 839 1823">Organisation</th> <th data-bbox="839 1753 1123 1823">Designation / Lead</th> <th data-bbox="1123 1753 1385 1823">Designated Deputy</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 1823 839 1895">STP / DCO</td> <td data-bbox="839 1823 1123 1895">Managing Director STP</td> <td data-bbox="1123 1823 1385 1895">Head of Assurance & Delivery STP</td> </tr> <tr> <td data-bbox="512 1895 839 1966">STP / NHSE</td> <td data-bbox="839 1895 1123 1966">Head of Assurance and Delivery - STP</td> <td data-bbox="1123 1895 1385 1966">Assurance Delivery Manager - STP</td> </tr> <tr> <td data-bbox="512 1966 839 2036">STP / NHSE - link to Quality</td> <td data-bbox="839 1966 1123 2036">Deputy Director of Nursing</td> <td data-bbox="1123 1966 1385 2036">tbc</td> </tr> </tbody> </table>			Organisation	Designation / Lead	Designated Deputy	STP / DCO	Managing Director STP	Head of Assurance & Delivery STP	STP / NHSE	Head of Assurance and Delivery - STP	Assurance Delivery Manager - STP	STP / NHSE - link to Quality	Deputy Director of Nursing	tbc
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STP / DCO	Managing Director STP	Head of Assurance & Delivery STP													
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STP / NHSE - link to Quality	Deputy Director of Nursing	tbc													



	Nottinghamshire Healthcare Trust – link from FDG	Director of Finance & Performance	tbc
	Sherwood Forest Hospitals Foundation Trust	Deputy Chief Operating Officer	tbc
	Nottingham University Hospitals NHS Trust	Director of Integration	tbc
	Mid Nottinghamshire CCGs (M&A / N&S)	Chief Finance Officer & Deputy AO	Head of Information & Performance
	Greater Nottingham CCGs (N City, NNE, NW, Rushcliffe)	Director of Performance & Information	Deputy Director of Performance & Information
	Nottinghamshire County Council	Deputy Corporate Director	Head of Performance
	Nottingham City Council		
	<p>In attendance:</p> <ul style="list-style-type: none"> Assurance & Delivery Manager - STP NHSE / NHSI Regulator as required <p>It is a requirement of the group for members to attend at least 75% meeting annually.</p>		
PROGRAMME STRUCTURE	See Annex A.		
RESPONSIBILITIES	<p>Initial Short Term Responsibilities include:</p> <ol style="list-style-type: none"> 1. Establish the STP/ICS performance framework and supporting governance arrangements to enable appropriate oversight and assurance of key in year performance indicator delivery 2. Provide monthly assurance to the STP Leadership Board on the delivery of in-year Constitutional standards, MOU and STP Priorities as reported through performance indicators 3. Provide exception reporting on risks to delivery of key constitutional or system deliverables to the STP Leadership Board 4. Determine complete suite of key performance metrics for the system, with established levels of granularity and escalation points. 5. Oversee the quality of the data, ensuring single version of the truth for all key performance metrics as a system 6. Link into National Working Groups as required to establish common understanding on local and national dashboards for Constitutional and operational performance, Five Year Forward View and Population Health indicators. 7. To create and direct task and finish groups as may be required to ensure data sources are clear, robust and 		



	<p>consistent across the partner organisations, or performance issues are addressed.</p> <ol style="list-style-type: none"> 8. Provide senior leadership, strategic advice and guidance back to the system and to the leadership board on performance issues. 9. Triangulate finance, quality and operational performance delivery and consolidate identification of delivery risks across the system 10. To link to the STP Programme Delivery Group ensuring that clear outcomes for each workstream are agreed, monitored and delivered, including impact on outcomes, performance, activity, quality and finance. <p>Future Intentions as embed ICS integrated local assurance model</p> <ol style="list-style-type: none"> 11. Review and challenge performance at delivery unit and organisational level, to ensure delivery of system requirements 12. Oversee and review system recovery plans as required to assure delivery of constitutional and system requirements 13. Oversee the resolution of any issues to delivery where they arise, obtaining further information to assure recovery plans as required, to mitigate potential progression to system problems 14. Facilitate delivery and assist individuals / teams from across STP organisations to remove blockages. 15. Provide a platform for teams or organisations to escalate risks to delivery, and debate mitigation proposals. <p>Future Ambition:</p> <p>It is expected that assurance will transition to be sought and provided on an STP basis, and therefore it is expected that POG will provide a vehicle to facilitate assurance by regulators (NHSE / NHSI) as required based on performance levels, and that initial performance escalation issues will be held at a system level rather than individual organisational level</p> <p>16. To manage and facilitate performance escalation processes through internal routes and with the Regulatory system as required</p>
<p>FREQUENCY OF MEETINGS</p>	<p>The Group will meet formally on a monthly basis to conduct its business.</p>
<p>REQUIRED ATTENDANCE:</p>	<p>It is expected that members will prioritise these meeting and make themselves available exceptionally where this is not possible a Deputy may attend of sufficient seniority to support delivery in a timely manner and to contribute to discussion and proposals on behalf of their organisation or role on the Group in accordance with the objectives set out in the Terms of Reference for this Group. For Local Authority representatives this will be in</p>



	accordance with the due political process.
QUORUM:	Not required as the group is not a decision making forum.
REPORTING PROCEDURES:	The STP Leadership Board will receive regular reports on progress from this group and exception and escalation reports on performance and risks to performance delivery as required.
SERVICING:	<p>The Group will be serviced by the STP Head of Assurance & Delivery.</p> <ul style="list-style-type: none"> • Draft agendas will be agreed with the Chair and circulated to Group members to contribute items; • Agreed items for the agenda, to be sent to the assurance team, with the relevant paperwork, up to 3 working days before each meeting; • The Chair agreeing the final agenda; • Papers will be circulated 2 working days before each meeting; • Additional items for the agenda will be taken by exception with the knowledge and agreement of the Chair in advance of the meeting commencing; • The action notes of each meeting will be circulated within 1 week of the meeting being held and will be approved at the following meeting.
REVIEW DATE :	These Terms of Reference will be reviewed on a quarterly basis to ensure continued fitness for purpose in the light of potential changes to the expectations of national requirements or local issues.
DATE APPROVED :	STP Leadership Board 18 May 2018

Nottinghamshire Health and Care Sustainability and Transformation Partnership governance structure

18 April 2018

