

Risk-Share Oversight Group Terms of Reference - December 2015

Constitution

The Risk–Share Agreement (RSA) was signed by Torbay and South Devon NHS Foundation Trust (TSD), herein known as the integrated care organisation (ICO), Torbay Council and NHS South Devon and Torbay Clinical Commissioning Group (CCG) in September 2015. It describes the framework for the financial management of the multi-year investment by commissioners for services provided by the ICO. The RSA sits alongside the NHS Standard Contract and whilst does not override the quality or administrative elements, does supersede all financial components. The RSA states a Risk-Share Oversight Group (RSOG) is established with all parties, to provide strategic oversight of the agreement.

Purpose

For the Risk–Share Agreement, the Risk-Share Oversight Group will:

1. Provide assurance on system performance
2. Oversee strategy (short, medium and long term)
3. Agree support of major service development plans and contract changes.

Responsibilities

The role of the Risk-Share Oversight Group shall be to carry out the functions relating to the strategic delivery of the Risk–Share Agreement. In particular the group will have responsibility for:

1. Operation of the risk-share ‘mechanism’
2. Medium term operation of the RSA
3. Renewal of RSA
4. Consideration of disputes

Whilst not an exhaustive list, this includes the following activities:

- Receipt of key information, in an agreed format to monitor the activity, finance and performance of the ICO.
- Seek assurance on the implementation of the ICO care model

Membership

The Risk-Share Oversight Group shall consist of the following members from the three organisations:

Integrated care organisation:

- Director of Finance, Performance & Information and Deputy Chief Executive
- Head of Performance, Information and Contracting

Torbay Council:

- Director of Adult Services
- Chief Accountant
- Finance Manager

South Devon and Torbay CCG:

- Chief Finance Officer (chair)
- Deputy Chief Finance Officer (vice chair)
- Commissioning director with portfolio responsibility for the integrated care organisation

<p><u>Reporting arrangements</u></p> <p>It is the responsibility of the members of the Risk-Share Oversight Group to ensure outcomes from the group are communicated to the governance arrangement of each organisation. South Devon and Torbay CCG will submit Commissioning and Finance Committee.</p> <p>The Delivery Assurance Group</p>		
<p><u>Administration</u></p> <p>Secretariat support for the Risk-Share Oversight Group will be provided by South Devon and Torbay CCG. The secretariat will circulate the notes of the group committee within 5 working days of the meeting to all members.</p>		
<p><u>Conduct of the Group</u></p> <p>The committee shall conduct its business in accordance with national guidance, relevant codes of practice including the Nolan Principles.</p>		
Quorum	Frequency of meetings	Terms of Reference
<p><u>Quorum</u></p> <p>The Risk-Share Oversight Group is quorate when at least one member is present from each organisation, including the Chair or the Deputy Chair.</p>	<p><u>Frequency of meetings</u></p> <p>The Risk-Share Oversight Group will meet as required to conduct its business, and will meet a minimum of four times per year.</p>	<p><u>Review</u></p> <p>These terms of reference may be amended by mutual agreement between all parties at any time to reflect changes in circumstances which may arise. They will be formally reviewed by the membership in quarter four of each year.</p> <p>Date approved: 03 Dec 15 Next review: January 2016</p>