

**ASSURANCE OVERSIGHT GROUP FOR
LEICESTERSHIRE PARTNERSHIP NHS TRUST
TERMS OF REFERENCE**

1. PURPOSE

To collectively share intelligence and support the Trust to ensure they become a sustainable quality organisation.

The Oversight Group is an advisory body and will achieve assurance directly from the Trust Board. The Trust remains accountable to the TDA. The roles of each organisation are set out in the table below:

NHS Trust Development Authority	<ul style="list-style-type: none"> • To act in accordance with the Accountability Framework and relevant policy and legislation. • To oversee the assessment of the Trust in its totality • To oversee safety and delivery. • To oversee board and leadership arrangements. • To Chair the Group. • To engage relevant stakeholders. • To work with all parties to ensure effective oversight.
Healthwatch	<ul style="list-style-type: none"> • To update the Oversight Group in respect to the views of service users • To work with all parties to ensure effective oversight.
CCG's	<ul style="list-style-type: none"> • To ensure that services commissioned by the CCG's from the Trust meet the quality and other standards laid out in the contract. • To update and inform the oversight Group in respect to the delivery of the Trust. • To inform the Oversight Group in respect to risks and mitigations and ensure pace takes account of service quality and delivery. • To lead commissioner engagement in respect to Trust issues and outcomes. • To work with all parties to ensure effective oversight.
Local Authority	<ul style="list-style-type: none"> • To update the Oversight Group in respect to quality and safety concerns • To work with all parties to ensure effective oversight.
Leicestershire Partnership NHS Trust	<ul style="list-style-type: none"> • To ensure quality and safety of services are improved and maintained • review and improve the Mental Health Services Pathway • To review ward to board governance • To embed its staff engagement programme across the Trust. • To flag risks and mitigations. • To work with all parties to ensure effective oversight.
NHS England (Leicestershire & Lincolnshire)	<ul style="list-style-type: none"> • Responsible for holding the CCGs to account. • To lead commissioner engagement in respect to NHS England and relevant Area Teams.

Trust Development Authority

	<ul style="list-style-type: none"> • To engage as a direct commissioner of services and to inform the oversight group on procurement and other relevant issues. • To inform the Oversight Group in respect to risks and mitigations. • To work with all parties to ensure effective oversight.
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In addition it will be the responsibility of each member representative to ensure that information and reporting on progress and outcomes is disseminated to appropriate individuals within their own organisation and back into the Oversight Group. All parties will ensure relevant wider stakeholder engagement is in place.

2. Key Objectives

The key objectives of the Oversight Group shall be collectively:-

- Fully understand the Trust's risks
- To manage the accountability of the Trust to its agreed action plan
- To coordinate and organise additional support to the trust in terms of capacity and delivery of the agreed action plan
- To be responsible for signing off changes to the action plan
- To monitor agreed Quality KPI's for the Adult Mental Health Services.

For the TDA to fulfil it's role as set out in the accountability framework
http://www.ntda.nhs.uk/wp-content/uploads/2012/04/framework_050413_web.pdf

3. Risk and Issue Management to ensure:

- The identification assessment and prioritization of risks and mitigating actions.
- The identification and management of the actions recorded in the action log to ensure all agreed actions are undertaken in a timely manner.
- The process is managed in line with the Accountability Framework.

4. Membership

Membership for the Oversight Group is as follows:

Healthwatch	Responsible for representing the views of service users Representative:
CCG's	Commissioner of majority of services. Representatives:
Local Authority	Responsible for representing the views of the local authority Representatives:
The Trust	Legal body accountable for all current Trust services & staff. Representatives:
NHS Trust Development Authority (NTDA)	Responsible for holding the Trust to as set out in the Accountability Framework. Representatives:
NHS England (Leicestershire & Lincolnshire)	Responsible for holding the CCG's to account and as direct commissioner of a range of Trust services (e.g.). Representative:

5. Authority and Decision Making

Authority and decision making in relation to the organisational impact and form will be the responsibility of the TDA. Assurance in relation to organisational performance will be in line with the responsibilities and processes of each accountable organisation.

6. Chairmanship

The Oversight Group will be chaired by Jeffery Worrall (Portfolio Director, TDA Programme SRO).

7. Governance and Reporting Arrangements

Jeffrey Worrall shall act as Senior Responsible Owner for this programme and is responsible for the delivery of the programme objectives.

8. Communication Arrangements

The TDA will lead communication at key points. The Oversight Group will inform and support this process. The Trust will remain responsible for internal communications and engagement with the stakeholder group on the contents prior to publication.

9. Quorum

Responsibility shall be with each organisation to ensure appropriate representation at each meeting and appropriate alternate to attend in place of a member who is unavailable at each meeting. A quorum is not required.

9. Meeting Frequency

The Oversight Group shall meet every **TBC** months for **TBC** hours.

Schedule of meetings

Date	Time	Location
11 th September 2013	17.30hrs	Meeting Room 3 1 st Floor West Fosse House Leicester (car parking arranged for all attendees)
30 th September 2013	10.00hrs	TBC

10. Administration

Administration will be managed by the TDA with the intention that:

- The risk register and action log will be reviewed at each Oversight meeting.
- Notes and actions from meetings shall be circulated to members one week after the meeting has taken place via email.
- Meeting papers shall be circulated to members one week prior to each scheduled meeting via email.