

**NHS VALE OF YORK CLINICAL
COMMISSIONING GROUP**

GOVERNING BODY MEETING



Vale of York

Clinical Commissioning Group

Meeting Date: 7 November 2013

Report Sponsor:

Rachel Potts
Chief Operating Officer

Report Author:

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1. Title of Paper: NHS Vale of York CCG Assurance Update

2. Strategic Objectives supported by this paper

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|--|-----|
| 1. Improve healthcare outcomes | Yes |
| 2. Reduce health inequalities | Yes |
| 3. Improve the quality and safety of commissioned services | Yes |
| 4. Improve efficiency | Yes |
| 5. Achieve financial balance | Yes |

3. Executive Summary

This paper provides an update on the current significant risks within the Assurance Framework and current assurance work within the NHS Vale of York CCG.

4. Evidence Base

The risks within the assurance framework are identified and reviewed by senior managers within the NHS Vale of York CCG.

5. Risks relating to proposals in this paper

If the CCG does not manage risks effectively it can result in financial and reputational cost to the organisation.

6. Summary of any finance / resource implications

The consideration of a new electronic risk management system may have a small financial cost.

7. Any statutory / regulatory / legal / NHS Constitution implications

Managing risks within the organisation is an important part of regulation.

8. Equality Impact Assessment

n/a

9. Any related work with stakeholders or communications plan

n/a

10. Action Required

The Governing Body is asked to:

1. Note the Assurance Framework and identify any additional mitigating actions for the significant risks
2. Approve the proposal to increase reporting of the significant risks to each Governing Body meeting
3. Support the consideration of a risk management system for the NHS Vale of York CCG.
4. Receive a report on the Commissioning Support Unit assurance at the next Governing Body meeting.

11. Assurance

See above

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NHS Vale of York CCG Assurance Update

1. Introduction

- 1.1 The NHS Vale of York Clinical Commissioning Group (CCG) Assurance Framework was approved by the Governing Body in June 2013. The current version of the Assurance Framework is attached.
- 1.2 The Assurance Framework aligns to the NHS England model, and is based on the strategic aims within the Integrated Operational Plan. It sets out five 'critical success factors' and monitors the associated risks to achieving those:
- Improved health outcomes for the local population
 - Improve the quality and safety of commissioned services
 - Achieve financial balance
 - Working collaboratively with all stakeholders in service developments and decision-making
 - Ensuring the CCG has the capacity and processes to deliver its statutory duties

2. Reporting Arrangements

- 2.1 The CCG's Assurance Framework is underpinned by the following risk registers

Risk Register	Committee (pending review)	Senior Manager
Finance and Contracting	Finance and Contracting	Michael Ash-McMahon
Quality and Performance	Quality and Performance	Wendy Barker
Corporate Governance	Business Committee	Lynette Smith
Innovation and Improvement (QIPP)	Business Committee/ Quality and Performance	Fiona Bell

- 2.2 The risk registers are held by senior managers and are expected to be reviewed monthly and reported to the committees above. These registers are designed to provide more detail on project or work specific risks. If any of these risks are assessed as significant (score of 15 or above), these are included on the CCG Assurance Framework.

2.3 Within the last quarter increased risks include: 2.2, 2.4,2.4.1, 2.6, 3.2.1 and 4.2.

2.4 The Governing Body receive bi-annual reviews of the Assurance Framework, However it is proposed in line with the review of Committees and Performance Framework for the CCG, that the Governing Body receive the significant risks as a regular report.

3. Refresh of the Assurance Framework

3.1 The Commissioning Support Unit (CSU) risk management team have been asked to conduct a full review of the supporting risk registers to ensure they are fit for purpose and to confirm that all mitigating actions that are stated in the registers are in place.

3.2 An initial finding of the review is that the system for monitoring and escalating project risks is an area for improvement. Work is progressing with the CSU risk management team, the Head of Integrated Governance and the Improvement and Innovation team to move to electronic risk management system rather than the current manual system.

4. Commissioning Support Unit (CSU) Assurance and Audit

4.1 As part of the assurance work for the NHS Vale of York CCG, internal audit have conducted an audit of the management of the Service Level Agreement (SLA) with the CSU. The CSU provides many of the business critical functions to the CCG, including, but not limited to business intelligence, human resources, legal, procurement, medicines management and service delivery support. Gaining assurance that the services from the CSU are effective is an essential part of ensuring we have the capacity and capability to deliver our legal duties.

4.2 The internal audit report provided 'significant assurance' on the arrangements to manage the SLA, however a number of areas for improvement were identified. These included a full review of the service specifications, key performance indicators and costings for the services to ensure value for money. This work is in progress and will report back to the next Governing Body meeting.

4.2 An additional area for the CCG to gain assurance on is the quality and robustness of the services provided by the CSU. This will be done through the CSU internal audit process. The CSU have their own internal auditors through NHS England, who will be providing the CCGs with third party assurance on specific services. The CSU have been working with CCGs to identify the services of primary importance for third party assurance. Once these audits are complete, this will provide additional evidence for CCGs to support the management of the Service Level Agreements. The current round of internal audit for the CSU will not cover all aspects of the CSU services, and so additional arrangements are in discussion for the remaining areas.

5. Action Required

The Governing Body is asked to:

- 5.1 Note the Assurance Framework and identify any additional mitigating actions for the significant risks.
- 5.2 Approve the proposal to increase reporting of the significant risks to each Governing Body meeting.
- 5.3 Support the consideration of a risk management system for the NHS Vale of York CCG.
- 5.4 Receive a report on the Commissioning Support Unit assurance at the next Governing Body meeting.