

ACCOUNTABILITY AGREEMENT
BETWEEN NHS SOUTH WEST LONDON CLINICAL COMMISSIONING GROUP GOVERNING
BODY
AND
[INSERT NAME] Borough Level Committee

Document management

Revision history

Version	Date	Summary of changes
0.1 -0.3	Pre 19/08/19	Various comments received by SMT, Chairs and Governance Lay Members on initial drafts
0.4	19/08/19	Comments listed in amendments tracker
0.5	23/08/19	Formal document management page added. Amendments made as per tracker (16-22 August)
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0.7	06/08/19	Amendments made as per tracker (29 August – 05 September)

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/responsibility	Date	Version
Governance Lay Members			
SMT			
Chairs			
LMC			

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version

1. PURPOSE OF THE ACCOUNTABILITY AGREEMENT AND SCHEME OF RESERVATION AND DELEGATION

- 1.1. This document sets out the Accountability Agreement and Scheme of Reservation and Delegation by which the NHS South West London Clinical Commissioning Group ((CCG) hereby known as 'the CCG') will operate. It should be read alongside the CCG's Constitution and the CCG's Operating Model.
- 1.2. The Standing Orders, Standing Financial Instructions and Scheme of Reservation and Delegation of the CCG will reflect this Accountability Agreement and associated Scheme of Reservation and Delegation. It will be reviewed annually from April 2020.

2. PURPOSE OF THE BOROUGH COMMITTEE

- 2.1. The CCG is a large and complex organisation. The CCG Governing Body (hereby known as 'the Governing Body') has established six Borough Committees and four Borough Leadership Teams designed to maintain a local focus. The Borough Leadership Teams are formally mandated by their respective Borough Committee(s) to undertake agreed functions as set out in this Agreement in order to fulfil the delegation(s) from the Governing Body which are set out in more detail below.
- 2.2. The main areas of work will be providing clinical and patient engagement in:
 - 2.2.1.commissioning;
 - 2.2.2.In liaison with its local membership, setting the local strategy through the Health and Care Plan;
 - 2.2.3.designing locally responsive services; and
 - 2.2.4.driving innovation.
- 2.3. In alignment with the CCG Constitution, Borough Leadership Teams will be held to account (through this Agreement and delegated budget) to:
 - 2.3.1.Produce a local health services plan aligned with the CCG Strategic aims;
 - 2.3.2.Develop an Annual Delivery Plan which will form the basis of the Accountability Agreement and which will complement and be consistent with the CCG's Operating Plan and commissioning intentions;
 - 2.3.3.Plan and lead the negotiation of local Provider contracts (excluding Core Primary Care) and lead the management of in year performance (quality, activity and finance) in conjunction with the central functional teams for quality, activity and finance;
 - 2.3.4.Delivery of attributed system efficiencies;
 - 2.3.5.Ensure delegated running costs are deployed effectively;
 - 2.3.6.Establish appropriate partnership arrangements with Local Authorities, Providers and other organisations including the Better Care Fund (BCF);
 - 2.3.7.Establish effective local governance arrangements to effectively discharge the Borough Committee's responsibilities; and

- 2.3.8. Work with local partners to develop an aligned financial plan which supports delivery of statutory responsibilities.
- 2.4. As part of this Agreement the Borough Leadership Teams will undertake the following functions (on behalf of the Governing Body and as mandated by the respective Borough Committee(s)) which include:
- 2.4.1. Risk and performance management;
 - 2.4.2. Key provider relationships;
 - 2.4.3. Local Authority relationships;
 - 2.4.4. Leadership and management of Borough level plans;
 - 2.4.5. Local System escalation;
 - 2.4.6. Activity planning in conjunction with CCG wide functions;
 - 2.4.7. Primary Care development;
 - 2.4.8. Budget management;
 - 2.4.9. Local delivery of key schemes; and
 - 2.4.10. Working jointly on agreed priorities across SWL.
- 2.5. The Governing Body remains ultimately accountable for the operation of the CCG and ensuring that it discharges its statutory duties. The main function of the Governing Body is to ensure that the CCG has made appropriate arrangements for complying with its obligations to act with effectiveness, efficiency and economy, and such generally accepted principles of good governance as are relevant to it. All members of the Governing Body have a responsibility to discharge this function.
- 2.6. Responsibility for delegated duties and operational management associated with the following functions rest with the Borough Leadership Teams.
- 2.7. The Borough Leadership Teams will have an authorisation for expenditure within the budgets delegated to it by the Governing Body and for working within the CCG Standing Orders, Standing Financial Instructions and operational Scheme of Reservation and Delegation. The Borough Leadership Teams must comply with the policies that have been agreed by the Governing Body.
- 2.8. If for any reason the CCG Standing Orders are not complied with, full details of the non-compliance, circumstances and justification for non-compliance, shall be reported to the next formal meeting of the Governing Body for action or ratification. All members of the group and staff have a duty to disclose any non-compliance with these Standing Orders to the Accountable Officer as soon as possible.
- 2.9. Both parties may propose a variation to this Agreement (which is within the existing remit of the CCG Constitution and Scheme of Reservation and Delegation and where there is mutual agreement). The variation should be recorded in writing and signed by both parties.
- 2.10. The Governing Body remains accountable. Where a potential breach is identified, the Governing Body and the Committee will meet to agree actions to mitigate the breach including through local

recovery. In extremis, the Governing Body's reserves the right as accountable organisation to take back to itself any or all such duties, functions and / or responsibilities, or take other action as it reasonably considers appropriate.

- 2.11. The Borough Committee must proactively ensure financial risk is being managed, including recommending Financial Recovery Plans (FRP) to the Governing Body where financial risk is unacceptable and likely to impact other Boroughs.
- 2.12. The Borough Committee must ensure financial risk share arrangements with the other SWL Boroughs are agreed as part of the annual financial planning process.
- 2.13. In the spirit of moving from competition to collaboration within the health system, the Borough Committee is expected to ensure the Borough Leadership Team is collaborating with local providers to deliver both the CCG control total and local Provider control totals. Such collaboration will be documented through the NHS Contract between the parties.
- 2.14. The Agreement is held with the Chief of Staff and associated Terms of Reference of the **Borough Committee(s)** and the **Borough Leadership Team(s)**.