



Terms of reference

Specialised Commissioning Oversight Group (SCOG)

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Document management

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| 1.2 | 12/05/2015 | Updated version to reflect change in governance requirements for 2015/16 |
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Reviewers

This document must be reviewed by the following people:

| Reviewer name | Title/responsibility | Date | Version |
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1 Purpose

- 1.1 NHS England is responsible for commissioning specialised services (services as prescribed by the 2012 Health and Social Care Act) for the population of England.

NHS England's ambition is to commission a consistent, high quality approach to the delivery of services that secure the best clinical and cost effective outcomes for people with specialised and rare conditions.

The Specialised Commissioning Oversight Group (the Oversight Group) will drive improvements in the effectiveness of commissioned specialised services, oversee the development of consistent, outcome based national models of specialised care and deliver clinical leadership and the patient voice.

- 1.2 The Oversight Group may establish sub-groups in order to provide assurance that strategic priorities are being met through operational delivery. The Oversight Group shall determine the membership and terms of reference of those sub-groups

- 1.3 The Oversight Group is established in order to deliver the key priority of 'creating sustainable, clinically effective and affordable specialised care services'

- 1.4 The commissioning of specialised services is the shared responsibility of:

- The National Support Centre which sets the requirements for specialised services through service specifications, policies and annual commissioning intentions. The national team also supports the regional teams in delivering QIPP, procurements and undertaking selected national service reviews and
- The Regional Teams who are accountable for the budget and the operational management of specialised commissioning, working through 10 hubs. The regional teams have the lead for developing the collaborative commissioning arrangements with CCGs and also undertaking regional/local service reviews

The Specialised Commissioning Oversight Group holds to account the national and regional specialised commissioning teams in NHS England in delivering high quality specialised services within budget.

2 Objectives

- 2.1 Coordinate and advise on the delivery of strategy.
- 2.2 Ensure the delivery of the corporate objectives relevant to specialised commissioning set out in the Operational Plan.

- 2.3 Oversee the required management actions through the commissioning cycle.
- 2.4 Ensure robust performance arrangements are in place across the system and oversee performance.
- 2.5 Provide leadership and direction to the overall operating model; acting as the single voice in NHS England for specialised commissioning.

3 Duties

The Oversight Group will deliver its objectives by:

- 3.1 Acting as the decision making body for those areas of responsibility defined by and delegated to the authority of the Director of Specialised Commissioning.
- 3.2 Making recommendations about decisions delegated to the Specialised Services Commissioning Committee of the Board
- 3.3 Providing assurance to the Specialised Services Commissioning Committee of the Board that there are robust systems and processes in place for monitoring and assuring the quality of specialised commissioning and for driving continuous quality improvement
- 3.4 Providing assurance to the Specialised Services Commissioning Committee of the Board that there are robust systems and processes in place for performance management of financial budgets and key performance targets
- 3.5 Delivering the specialised commissioning, business/operating plan.
- 3.6 Managing the delivery of the portfolio of strategic priorities for specialised services set out in the NHS England business plan, providing robust oversight, receiving regular updates and ensuring the alignment of priorities and resources
- 3.7 Ensuring that specialised commissioning is patient focused and clinically led
- 3.8 Driving improvement of standards and outcomes of care and reducing variation and inequalities for specialised commissioning
- 3.9 Ensuring that the services commissioned by NHS England are exemplary in their approach to public and patient involvement
- 3.10 Providing leadership to the integration of direct commissioning activities with those services commissioned by CCGs, Local Authorities and other partners

4 Membership

4.1 Members are appointed by the Oversight Group and will be expected to attend meetings in person. Where this is not possible, deputies may attend, with the prior agreement of the chair of the Oversight Group who will confirm whether or not the deputy has voting rights.

4.2 **Members with voting rights:**

National Director of Specialised Commissioning – Chair

National Support Centre (NSC)

- Operational Delivery Director
- Finance Director
- Commercial Director
- Medical Director
- Director of Nursing
- Director of Strategy & Policy

Regional Directors of Specialised Commissioning X 4

Chair of Patient and Public Voice Assurance Group

A second representative of the PPVAG

4.3 **Ad Hoc Members:**

A representative of the national Commercial and Procurement team will attend on an agenda item specific basis to support commercial decision making about the sourcing approach, preferred providers and contract awards in line with SFIs.

4.4 **In attendance (not members or voting rights):**

Head of Transformation & Delivery (NSC)

Head of Highly Specialised Commissioning (NSC)

Head of Communications Engagement and Partnership (NSC)

Patients and Information Directorate representative

Transformation & Corporate Operations representative

Commissioning Strategy Directorate representative

The Oversight Group will be supported by a nominated officer from the national business office.

5 Quorum

- 5.1 Quorum shall be at least 8 members of the total membership, of which two must be regional representatives.
- 5.2 Members should aim to attend 100% of meetings.

6 Frequency of meetings

- 6.1 The Oversight Group will meet on a monthly basis.
- 6.2 The secretary to the Oversight Group will agree the agenda with the chair.
- 6.3 The agenda and papers will be distributed to members and those in attendance no less than three working days in advance of the meeting.

7 Reporting arrangements

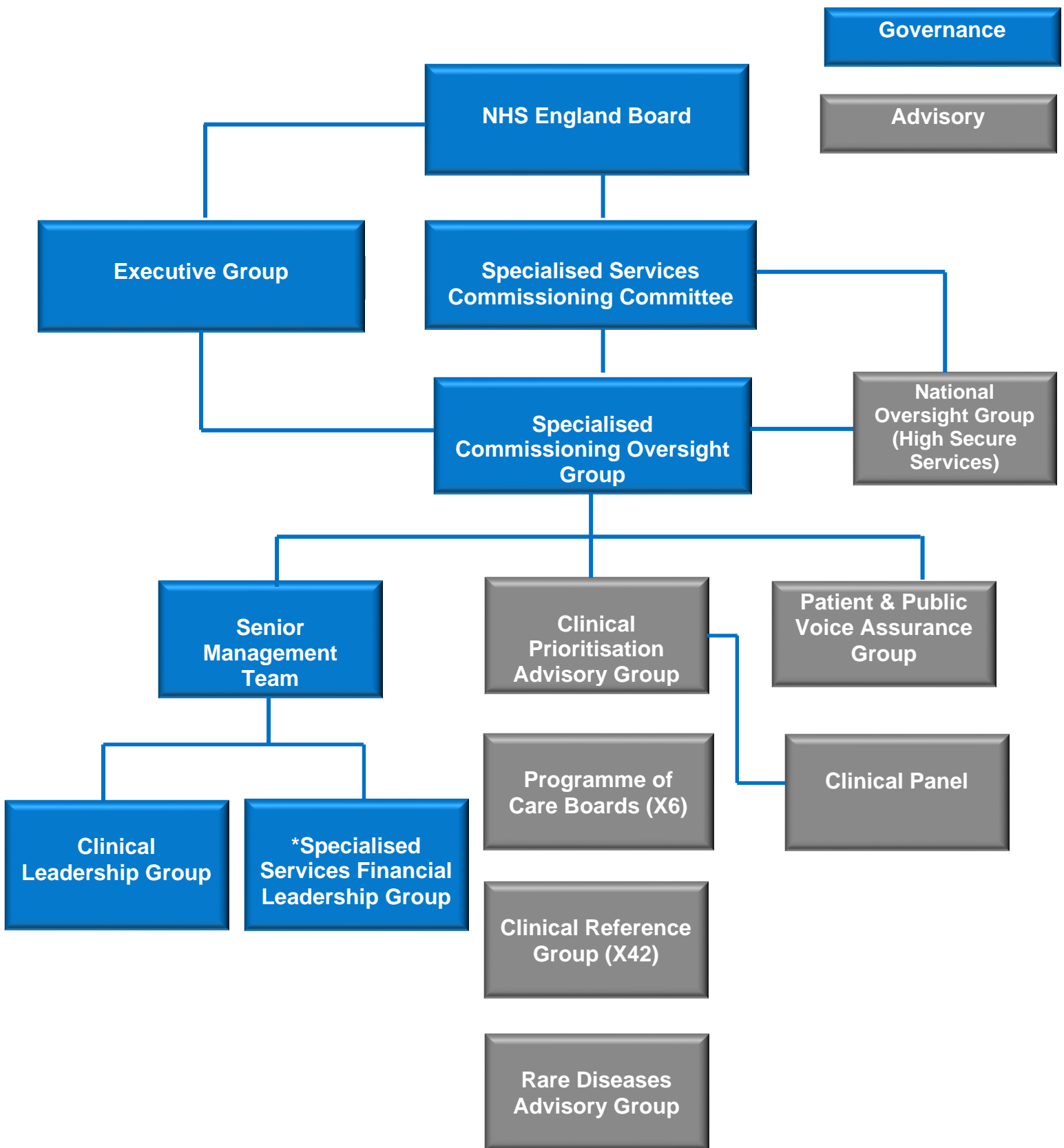
- 7.1 The Director of Specialised Commissioning will be responsible for providing assurance reports to the Specialised Services Commissioning Committee in the format and frequency required.
- 7.2 The Operational Delivery Director will provide a written report to the chair along with minutes of the Specialised Commissioning Oversight Group at each Specialised Commissioning Oversight Group meeting.

8 Monitoring effectiveness

- 8.1 The Specialised Commissioning Oversight Group will establish, maintain and oversee delivery of an annual work programme.
- 8.2 The effectiveness of the Oversight Group in meeting its terms of reference will be measured through the regular reports to the Specialised Services Commissioning Committee and the contribution to the NHS England annual report.
- 8.3 The terms of reference will be reviewed annually unless the need for a more frequent review should arise.

9 Accountability

- 9.1 The Specialised Commissioning Oversight Group is accountable to the Specialised Commissioning Committee of the Board.
- 9.2 The minutes of the meetings will be published in line with the organisations publications scheme.



*SSFLG has two roles:

1. Financial sub-group of Specialised Commissioning SMT.
2. Financial leadership group providing National Chief Finance Officer with line of sight on specialised commissioning financial position.