

**ACCOUNTABILITY AGREEMENT**  
**BETWEEN NHS NORTHERN, EASTERN AND WESTERN**  
**DEVON GOVERNING BODY (NEW Devon CCG)**  
**AND**  
**NORTHERN & EASTERN DEVON PLANNING AND**  
**DELIVERY UNIT (PDU)**

Revised: November 2017

Expires: Upon review of the Locality Board Terms of Reference 2018

Review date: No later than December 2018

Version 2.0

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

This document sets out the Accountability Agreement and Scheme of Delegation by which the Commissioning Group will operate. It should be read alongside the CCG constitution and the CCG Operating Model.

The Standing Orders, standing financial instructions and scheme of delegation of NHS Northern, Eastern and Western Devon CCG will reflect this accountability framework and associated scheme of delegation. It will be reviewed no later than December 2018.

**2. DURATION OF PARTIES**

The term of this agreement is from 01 November 2017 to 31 December 2018 (or until a concordat has been agreed and signed off).

The parties involved are:

Northern & Eastern Planning Delivery Unit

Name: Designation: Chair PDU (Northern & Eastern Localities)

Signature: Date: 16/11/2017

Signed on behalf of the Governing Body NHS NEW Devon CCG

Name: Designation: Accountable Officer

Signature: Date:

## **SECTION TWO: PURPOSE OF THE PLANNING DELIVERY UNIT (PDU)**

NHS NEW Devon CCG is a large and complex organisation, it has established two local planning and delivery units (PDU's) designed to maintain a local focus which has been mandated by its respective Locality Board(s). The main areas of work will be providing clinical and patient engagement in commissioning; designing locally responsive services and to drive innovation.

The PDU's are formally mandated by their respective Locality Board(s) to undertake agreed functions as set out in this agreement in order to fulfil the delegation(s) from the CCG's Governing Body which are set out in more detail below.

In alignment with the CCG Constitution, Planning and delivery units (PDU's) will be held to account (through this agreement and delegated budget) to:

- Plan a local service plan aligned with the CCG Strategic Framework
- Develop an Annual Delivery Plan setting out the accountability agreement and therefore the CCG Operating Plan and commissioning intentions
- Plan & negotiate Provider contracts (exc Primary Care) and manage in year performance – quality, activity and finance
- Manage primary care referrals (supported by DRSS)
- Delivery of attributed QIPP
- Ensure delegated running costs are deployed effectively
- Establish appropriate partnership arrangements with local authorities and other organisations including Better Care Fund (BCF)
- Establish effective local governance arrangements to effectively discharge the Planning Unit's responsibilities (including working arrangements with Locality Board(s)).

As part of this agreement the PDU will undertake the following commissioning functions (on behalf of the Governing Body and as mandated by the respective Locality Board) which include:

1. Risk and performance management
2. Key provider contracts
3. Local Authority relationships
4. Integration-interface management
5. SRG leadership and management
6. Local System escalation
7. Activity planning
8. Primary care development
9. Commissioning Budgets
10. Local delivery of key schemes

The CCG Chair, Chief Officer and Chief Finance Officer remain responsible for the whole CCG and ensuring that the CCG discharges its statutory duties. The main function of the CCG Governing Body is to ensure that the CCG has made appropriate arrangements for ensuring that it complies 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 CCG governing body have a responsibility to discharge this function.

Responsibility for delegated duties and operational management associated with the following functions rest with the PDU and Strategic Leadership Committee and are described in the Operational scheme of delegation.

The PDU will have an authorisation for expenditure within the budgets delegated to it by the CCG Governing Body and working within the CCG standing orders, standing financial instructions and operational scheme of delegation. The PDU must comply with the policies that have been agreed by the CCG Governing Body.

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 Chief Officer as soon as possible.

Both parties may propose a variation to this agreement (which is within the existing remit of the CCG constitution and scheme of delegation) and where there is mutual agreement the variation should be recorded in writing and signed by both parties.

The agreement is held with the Head of Governance and associated Terms of Reference of the Locality Board(s) and PDU(s).

Approved Nov 2011