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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	17 January 2019	Agenda Item		
Report Title	Responsible Officer Advisory Group Terms of Reference			
Report Author	Liz Stauber, Committee Services Manager			
Report Sponsor	Richard Evans, Medical Director			
Presented by	Richard Evans, Medical Director			
Freedom of Information	Open			
Purpose of the Report	The purpose of the report is to set out the terms of reference for the Responsible Officer Advisory Group (ROAG).			
Key Issues	A monthly ROAG is to be established to be the body within the health board that provides formal advice to the Responsible Officer (Executive Medical Director) on the management of doctors' performance, appraisal and revalidation. As it will report to the Workforce and Organisational Development (OD) Committee, the terms of reference are attached for consideration and approval.			
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance	Approval
				✓
Recommendations	Members are asked to : <ul style="list-style-type: none"> • Note the report and approve the terms of reference. 			

Terms of Reference for the Responsible Officer Advisory Group

1. INTRODUCTION

The purpose of the report is to set out the terms of reference for the Responsible Officer Advisory Group (ROAG).

2. BACKGROUND

Terms of reference are required for all groups and committees within the health board's governance framework and form part of good governance principles. Failure to do so could result in the health board not discharging its duties appropriately, putting the governance arrangements at risk.

3. GOVERNANCE AND RISK ISSUES

A monthly ROAG is to be established to be the body within the health board that provides formal advice to the Responsible Officer (the Executive Medical Director) on the management of doctors' performance, appraisal and revalidation within their obligations to maintain licensing requirements with the General Medical Council (GMC). The GMC views this as good governance.

Terms of reference have been developed to set out the role of the ROAG, its responsibility and operating arrangements. Since the ROAG will report to the Workforce and Organisational Development (OD) Committee, these are attached for consideration and approval.

Included within the attendance for the meeting is a non-officer member of the board and discussions are ongoing with the health board's Chairman to determine the most appropriate representative.

4. FINANCIAL IMPLICATIONS

There are no financial implications for the committee to consider.

5. RECOMMENDATION

Members are asked to:

- **Note** the report and **approve** the terms of reference.

Governance and Assurance					
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities	Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships
					✓
Quality, Safety and Patient Experience					
Ensuring the ROAG carries out its business appropriately and aligned with standing orders is a key factor in the quality, safety and experience of patients receiving care.					
Financial Implications					
No financial implications for the committee to be aware of.					
Legal Implications (including equality and diversity assessment)					
It is essential that the ROAG complies with its standing orders, for which its responsibilities are outlined in its terms of reference.					
Staffing Implications					
No staffing implications for the committee to be aware of.					
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)					
The approval of the terms of reference will enable the ROAG to discharge its role in line with the health board's governance arrangements.					
Report History	First report to the Workforce and OD Committee.				
Appendices	The terms of reference are attached as appendix one.				



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Responsible Officer Advisory Group Terms of Reference

1. CONSTITUTION

The Executive Medical Director resolves to establish a Responsible Officer Advisory Group (ROAG) which will be the body within Abertawe Bro Morgannwg University Health Board that provides formal advice to the Responsible Officer on the management of doctors' performance, appraisal and revalidation.

2. MEMBERSHIP

Executive sponsor: Executive Medical Director

Membership:

- Medical Director (chair) as Responsible Officer;
- Deputy Medical Directors (including Deputy Responsible Officer) as vice chair;
- Director of Workforce and Organisational Development;
- Assistant Director of Workforce: Delivery Units & Medical Staffing;
- Appraisal & Revalidation Manager

3. QUORUM AND ATTENDANCE

Quorum

At least three members must be present to ensure quorum, including the chair or vice-chair.

In attendance

The following are asked to attend, but do not form part of the membership, and therefore have no decision-making responsibilities:

- Non-officer member of the health board.

By invitation

The chair may extend invitations to attend meetings as required.

4. PRINCIPAL DUTIES

The ROAG will be a repository of expertise provided by individuals with in-depth knowledge of performance procedures and professional standards and be able to provide **advice** on handling individual cases. The ROAG enables a standard approach to be adopted to the management of doctors with performance concerns.

It should be noted that the group is **advisory** to the Health Board's Responsible Officer.

5. REMIT

The objectives of the ROAG are:

- to provide expert advice and guidance to the Responsible Officer on policy, strategy, planning and organisational change on doctor professional performance, appraisal and revalidation, with endorsement or constructive challenge as appropriate;
- to monitor the active professional performance processes currently underway to ensure fairness, effectiveness and to minimise delay;

6. AGENDA AND PAPERS

Secretariat

As determined by the Medical Director.

Organisation of meetings

Requested papers will be received by the secretariat at least 2 days before a meeting and circulated to members at least 1 day in advance of a meeting.

Evaluation of the ROAG

Members will undertake an annual self-assessment to determine its effectiveness, which will be the responsibility of the chair.

7. FREQUENCY OF MEETINGS

The ROAG will meet monthly.

Extraordinary meetings may be called with immediate notice in case of urgent issues that cannot wait until the next meetings

8. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

The ROAG will report to the Workforce & OD Committee.

Minutes of the meetings will be necessarily brief to ensure no individual identifiable data is released

9. GOVERNANCE SUB-STRUCTURES

- A ROAG *Operational* meeting will meet fortnightly as necessary to ensure steady progress in cases
 - Membership
 - Assistant Director of Workforce: Delivery Units & Medical Staff
 - Deputy Medical Directors/Deputy Responsible Officers
 - Reports to ROAG

10. REPORTING

The chair shall:

- Bring to the health board chief executive's and chair's specific attention any significant matter under consideration by the ROAG.
- Ensure appropriate escalation arrangements are in place to alert the board or chairs of relevant committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the health board.
- The ROAG will report to the Workforce & OD Committee.