



DRAFT (17 May 2012)

TERMS OF REFERENCE: INTELLIGENCE & RISK GROUP

1.0 BACKGROUND

- 1.1 During 2011/12, the Care Inspectorate developed :
 - a Strategic Intelligence Framework,
 - an organisational Risk Framework, and
 - an integrated Intelligence and Risk Improvement Plan for 2012-15.
- 1.2 The two separate project groups set up to develop the above frameworks have now finished their work. This new group will implement the improvement plan, to ensure that the Care Inspectorate becomes the risk focussed, intelligence based organisation it strives to be.

2.0 PURPOSE

- 2.1 To take an overview of Intelligence and Risk across the Care Inspectorate
- 2.2 To oversee delivery of, and provide support and guidance to lead staff implementing tasks in the 3 year improvement plan (focussing initially on key deliverables for year 1, 2012-13)
- 2.3 To ensure achievement of milestones in individual tasks/work streams and delivery of specified products/outputs

3.0 AUTHORITY

- 3.1 The Intelligence and Risk group is accountable to the Executive Team (ET) through its chair, to carry out any activity within its terms of reference and to establish sub-groups for this purpose.
- 3.2 The Intelligence and Risk group reports to the Executive team (ET) of the Care Inspectorate through its chair and by providing quarterly project status reports.
- 3.3 The Intelligence and Risk group may recommend changes to the improvement plan, and submit these to ET for approval.
- 3.4 ET will report periodically to Strategy and Performance Committee to note progress or with any explanations about significant variance.

4.0 REMIT

- 4.1 To oversee delivery of risk and intelligence action plan 2012-2015

- 4.2 To oversee achievement of key deliverables for 2012-2013
- 4.3 To monitor progress against milestones within individual work streams and take corrective action if necessary
- 4.4 To make the necessary connections between, and co-ordinate with, other relevant activity within the Care Inspectorate and in particular with other work ongoing under the auspices of the methodologies group, and employee development as well as with relevant partners, stakeholders and other work streams in the wider scrutiny environment
- 4.5 To review the implementation plan as appropriate to support these developments
- 4.6 To follow a communication strategy to ensure that all Care Inspectorate staff are aware of the role and work of the Intelligence and Risk group
- 4.7 To recommend and approve draft products from the work streams to go forward to ET and the Strategy and Performance Committee/Board of the Care Inspectorate for final agreement.

5.0 DELEGATION

- 5.1 The Intelligence and Risk group can delegate work that supports the development and communication of the group to other groups.
- 5.2 The Intelligence and Risk group will approve the Terms of Reference, level of delegated authority and work programme of any sub-groups reporting to it.
- 5.3 The Intelligence and Risk group will oversee the work of staff or any sub-groups to which it delegates matters and receive verbal and written reports on the progress of their work programme.

6.0 MEMBERSHIP

- 6.1 The group will be chaired by the Director of Operations (Intelligence and Complaints)
- 6.2 Membership consists of the following core members:
 - Director of Operations (Intelligence and Complaints)
 - Intelligence and Methodologies Manager
 - Project Manager – Intelligence
 - Project Manager - Risk
 - Senior representation from registration and complaints national teams
 - Inspection Programme Manager
 - Inspector Manager
 - 2 Senior Inspectors
 - 1 Inspector
 - An Employee Development team representative
- 6.3 The use of substitutes will require approval by the Chair of the group
- 6.4 Other staff may attend as required to provide expertise or advice on specific agenda items. They may also request that items be considered for the agenda, and may be asked to prepare papers.

7.0 FREQUENCY

- 7.1 The Intelligence and Risk group will meet monthly initially.
- 7.2 The Intelligence and Risk group will be serviced by the Director of Operations (Intelligence and Complaints)'s secretary

8.0 THE MEETING

- 8.1 The first part of each meeting will be dedicated to matters and actions arising from the previous meeting.
- 8.2 There will be a standing agenda item to update the Intelligence and Risk group on pertinent updates from other relevant working groups and Care Inspectorate developments.
- 8.3 The group will reflect periodically on the content and direction of the implementation plan, and identify any changes to ensure it remains responsive to the changing environment.
- 8.4 The remainder of the meeting will be devoted to progress updates against the Intelligence and Risk improvement plan and initially the key deliverables for 2012-13.
- 8.5 At the close of each meeting, the group will agree any key messages to be shared with CI staff.

9.0 INTELLIGENCE AND RISK FRAMEWORK IMPLEMENTATION GROUP PAPERS

- 9.1 Papers are submitted to the secretary for distribution at least 5 working days in advance of meetings and an agreed format is used. With prior approval of the chair, papers may be tabled where necessary to meet pressing timescales.
- 9.2 Each paper should be sponsored by an Intelligence and Risk group member.
- 9.3 Pressing timescales may also require some papers to be tabled. It will be the responsibility of the group to include relevant other members of their staff in consultation from time to time.
- 9.4 The Chair of the Intelligence and Risk group will finalise the agenda for each meeting.
- 9.5 A record of decisions and actions will be taken and, once approved, be made accessible to all staff.
- 9.6 The agenda, associated papers and a record of decisions will be sent to Intelligence and Risk group members in advance of meetings.
- 9.7 Group members will be responsible for consulting with other members of staff as appropriate.