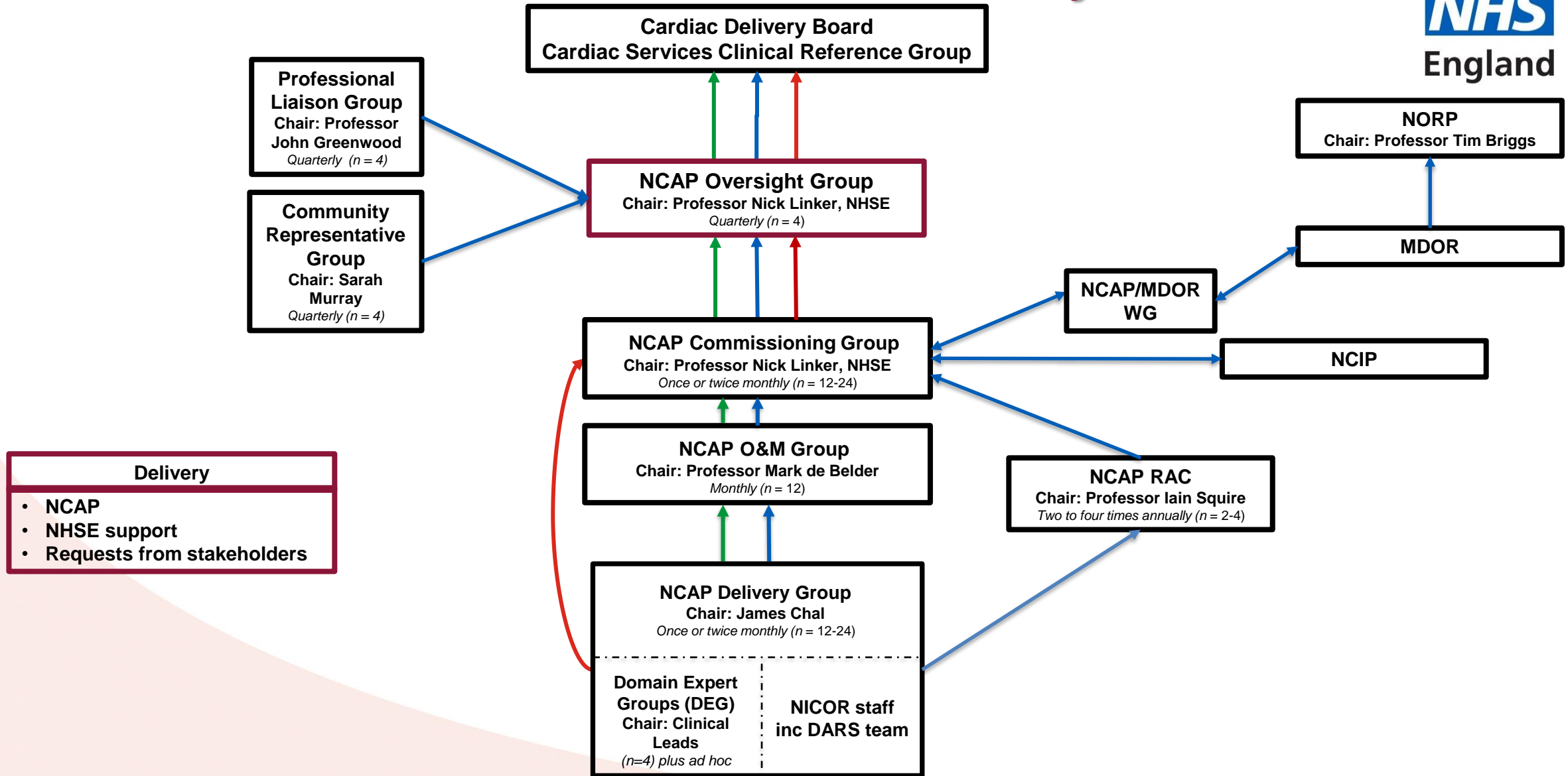


NCAP Governance and Delivery v4



→ Reporting Lines
 → Accountability Lines
 → Risk Management
 n Number of meetings per year

Group	Key purpose and decision making	Membership
NCAP Oversight Group	Strategic group responsible for providing strategic direction for all NCAP's work ensuring alignment with wider NHS England & NHS Wales data and analytics strategy and to ensure delivery of the agreed contract and annual Statement of Works.	Chair: National Clinical Director for Heart Disease <i>Membership includes clinical and non-clinical expertise in heart disease data and contract management; it may evolve as the programme develops</i>
NCAP Commissioning Group	Decision making group ensuring delivery of NICOR's contracted activity, identifying risks and issues that require escalation. Developing and agreeing annual statement of works. Ensuring NACP is compliant with legal, commercial and IG requirements in all its activities (including data access requests).	Chair: National Clinical Director for Heart Disease <i>Members: NHSE and AGEM/NICOR staff</i>
NICOR Operational & Methodological (NOM) Group	Decision making group responsible for signing-off operational objectives including design, implementation and delivery of NCAP within time, cost and quality constraints.	Chair: Professor Mark de Belder <i>Members: Clinical leads, NICOR staff, CRG representatives</i>
Professional Liaison Group	Advisory group to formalise the relationship between NICOR and the professional cardiovascular community through the clinical audit leads, related professional societies and other professional representatives to facilitate formulation and delivery of NICOR objectives.	Chair: President, British Cardiovascular Society <i>Members: Professional society presidents, clinical leads, NICOR director & COO, NOM group chair and CRG chair</i>
NICOR Community Representative Group (NICOR CAG)	Advisory group and supports NICOR in the development of its Patient and Public Engagement (PPE) strategy. This includes advising on audit design and structure as well as outputs; design and content selection of NCAP reporting and ensuring that patients' views are taken into account in dataset planning so that we reflect issues and measure outcomes which are important to patients. It also feeds into public-facing communications in conjunction with the Communications workstream.	Chair: Sarah Murray <i>Members: Patient, carer and public representatives</i>
NCAP Delivery Group	Decision making group responsible for ensuring delivery of all contractual requirements, including NCAP, within time, cost and quality constraints	Chair: NICOR Chief Operating Officer <i>Members: NICOR senior management team</i>
Research Access Committee (RAC)	Decision making group responsible for the management, review, and scientific approval of all research data access applications (in consultation with NICOR's data controllers).	Chair: Professor Iain Squire <i>Members: NOM group chair, clinical leads and NICOR staff</i>

Team	Key deliverables and purpose
Chief Operating Officer	<p>Responsible for delivery of the contract and the activities of all staff and groups for the NCAP, ensuring integrated working across all stakeholder groups.</p> <p>Risk owner, responsible for the management, monitoring and control of an identified risk, including the implementation of the selected responses.</p> <p>Responsible for the strategic development and direction of NICOR.</p> <p>Budget holder.</p>
Senior Management Team	Responsible for day-to-day operational management to ensure all contracted activity is delivered in line with time, financial and quality constraints.
Technical Team	<p>Development and maintenance of systems to deliver the contracted activity.</p> <p>Provision of technical helpdesk support to service users.</p> <p>Provision of data management services.</p> <p>Technical infrastructure management.</p>
Analyst Team	Responsible for monitoring the quality of care and outcomes for cardiovascular patients through the collection, analysis and reporting of clinical information relating to cardiovascular patients from NHS and private hospitals in the UK.
Project Management Team	Responsible for leading the national audit domains in close collaboration with clinical leads, analysts, developers and community representatives, ensuring audit reports are planned, managed, monitored and delivered in a timely way.
Clinical Team	Provision of direction, advocacy and clinical expertise; leading and working in collaboration with the multi-disciplinary expert groups to ensure the production of contracted NCAP reports and data.
IG Lead	Responsible for CAG applications, data processing agreements and data processing impact assessments.
Communications and Engagement Lead	Responsible for day-to-day communications and engagement. Responsible for communications and stakeholder engagement, including patient engagement. Support the Chair and members of the Community Representation Group. Generate newsletters, coordinating responses to queries from journalists, maintenance of NICOR website and social media. Responsible for the writing and delivery of the annual patient, public and carers report and support the copywriting, editing and publication of the NCAP domain and aggregate reports.