

BURY HEALTH AND SOCIAL CARE TRANSFORMATION PROGRAMME BOARD

TERMS OF REFERENCE – FINAL - JANUARY 2018

1) Core Purpose

Bury's Locality Plan sets out a vision to enable people to be active participants in their own wellbeing, to build thriving communities and reduce demand for statutory services. There is a recognition that system wide transformation is required to support delivery of this vision and to achieve clinical and financial sustainability.

The purpose of the Transformation Programme Board is to oversee implementation of transformation proposals in order to deliver and hold true to this vision within a rapidly changing health and social care landscape. The Transformation Programme Board will have a key role in ensuring that sustainable whole system governance arrangements are in place by April 2018 which are regularly reviewed in line with transformation requirements.

2) Core Functions:

- To provide system leadership to enable the transformation of health and social care in Bury.
- To ensure the overall clinical and financial sustainability of the Bury Health and Social Care system.
- To oversee the delivery of the transformation programme in Bury ensuring appropriate resources and mechanisms are in place to support delivery. The Programme Board will receive regular highlight reports from partner organisations as part of the assurance process.

The Core Functions will be achieved by delivering the Bury Locality Plan in the context of the wider determinants of health and Public Sector Reform.

3) Supporting Objectives:

- To improve outcomes for the population including health outcomes through the transformation initiatives within the Locality Plan and supported by Public Sector reform initiatives
- To oversee and provide systems leadership in relation to the implementation of proposals contained in the Bury Locality Plan, including those in receipt of Greater Manchester Transformation Funding and those within the Better Care Fund.

- To ensure the existence of a system-wide and coherent programme approach which brings together workstream specific activity, key enabling activity and GM-driven activity into a single transformational approach.
- To ensure that local people are considered and their views are taken into account when the Board makes decisions about health and social care.
- To establish a single commissioning and decision-making function on behalf of the CCG Governing Body and the Council Cabinet.
- To ensure the development of a Single Commissioning Plan.
- To ensure the commissioning of good quality services.
- To oversee the establishment and ongoing monitoring of pooled and aligned budgets.
- To ensure system-wide financial sustainability and the closure of the agreed system wide financial gap until 2020/21.
- To oversee the development of an integrated management structure for the One Commissioning Organisation (OCO).
- To provide constructive direction, challenge and support to the emergent Locality Care Organisation (LCO) and emergent OCO
- To provide leadership in relation to managing performance in relation to Health and Social Care Transformation.
- To provide leadership in relation to system wide financial planning and investment.
- To identify, mitigate and manage risks to transformation across services.
- To model the cultural shift and new organisational behaviours which will underpin the transformation of Health and Social Care in Bury.
- To provide a forum for partner agencies to negotiate solutions to any problems or conflicts including the resolution of any conflicts within the programme.
- To ensure effective engagement with the Greater Manchester Health and Social Care Partnership and with sector, city region, regional and national stakeholders.
- To agree a work programme for the Board which will identify regular items, future reports and key decisions to be made.
- Agree and receive a risk register for the health and social care transformation programme which will be reviewed on a bi-monthly basis.
- To receive appropriate updates and assurance from the PMO function in relation to progress being made across the various work streams including any mitigating actions that may be required. The Programme Board will receive the LCO Programme Dashboard and PMO report on a monthly basis.

4) Core Membership:

- Chief Executive – Bury Council

- Leader – Bury Council
- Lead Member for Health and Wellbeing – Bury Council
- Executive Director (Communities and Wellbeing) – Bury Council
- Executive Director (Resources and Regulation) – Bury Council
- Executive Director (Children, Young People and Culture) – Bury Council
- Chief Officer – Bury CCG
- Chair – Bury CCG
- Director of Commissioning and Business Delivery – Bury CCG
- Chief Finance Officer – Bury CCG
- Clinical Representatives x2 – Bury CCG
- Chair – Bury LCO Programme Board
- Executive Director – Bury LCO
- Lead Clinician – Bury LCO

Members of the Board will be expected to ensure that the relevant papers, minutes, actions and decisions are circulated within their respective organisations in line with their individual governance arrangements.

Briefed deputies with delegated authority to act are permitted to cover unavoidable absence. Deputies are to be notified to the Board Secretary prior to each meeting.

In addition the Board shall be entitled to invite other managers or subject matter experts, with prior agreement of the Chair to attend for specific items to support the Board's decision making.

5) Voting

At the start of the meeting the Chair will agree with Council representatives whether they are attending as an LCO or OCO member.

Decisions will normally be arrived at by consensus, if a vote is required on a specific proposal it will be weighted as follows:

- 2x votes for Commissioners (OCO) (To be confirmed)
- 2x votes for the LCO (Chair and Lead Clinician)

In the event of a tie the Chair of the particular meeting will have a casting vote.

6) Joint Chair:

- Bury Council Leader
- CCG Chair

To be carried out on a monthly rotating basis, with either party deputising for the other. In the event that neither can attend, the CCG Chief Officer or Council Chief Executive shall take the Chair.

7) Accountability and Reporting:

The Transformation Programme Board is accountable to the Bury Health and Wellbeing Board.

- The OCO and LCO Programme Boards will report directly to the Transformation Programme Board.

8) Quoracy

The meeting will achieve quoracy with a minimum of seven members present which must include:

- The Leader or Chief Executive – Council or their nominated deputy;
- The Chair or Chief Officer – CCG or their nominated deputy;
- The Chief Finance Officer or Executive Director of Resources and Regulation or their nominated deputy;
- A Clinical Representative;
- An additional representative from the LCO.

9) Frequency

The Board shall meet on a monthly basis with meeting dates circulated for each year.

10) Conduct of Meetings

The agenda and supporting reports will be sent out 5 working days in advance. Reports must be received by the Board Secretary in line with published deadlines.

The Board will be supported by a Board Secretary from the CCG who will be responsible for the production of minutes, action logs and decision tracking and maintenance of a formal record of the Board.

Presenters of reports can expect Board members to have read the content and should keep to a summary that outlines the purpose and key issues.

At the start of each meeting, the Chair will invite Board members to declare all interests in relation to the current agenda and any conflicts which may have arisen since the previous meeting. The Chair shall decide, taking advice as required, on the materiality of each conflict and whether the conflicted party should participate in the discussion and/or the vote, if one is required. This decision shall be documented in the minutes together with the reason.

11) Review:

January 2019

Date for future Bury Health and Social Care Transformation Programme Board meetings

| Date | Time | Venue | Chair |
|-------------|-------------|---------------|-------------------------|
| 13/02/18 | 13.00-15.00 | Town Hall | Cllrs Shori and Simpson |
| 13/03/2018 | 13.00-15.00 | Townside, 503 | Dr Patel |
| 11/04/2018 | 13.00-15.00 | Town Hall | Cllrs Shori and Simpson |
| 09/05/2018 | 13.00-15.00 | Townside | Dr Patel |
| 12/06/2018 | 13.00-15.00 | Town Hall | Cllrs Shori and Simpson |
| 11/07/2018 | 13.00-15.00 | Townside | Dr Patel |
| 08/08/2018 | 13.00-15.00 | Town Hall | Cllrs Shori and Simpson |
| 11/09/2018 | 13.00-15.00 | Townside | Dr Patel |
| 10/10/2018 | 13.00-15.00 | Town Hall | Cllrs Shori and Simpson |
| 14/11/2018 | 13.00-15.00 | Townside | Dr Patel |
| 12/12/2018 | 12.00-14.00 | Town Hall | Cllrs Shori and Simpson |