

## Mid & South Essex Success Regime/STP

### Terms of Reference

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| <b>Title:</b>      | <b>Success Regime/ Sustainability and Transformation Plan (STP) Programme Board</b>   |
| <b>Purpose:</b>    | <p>The Programme Board is not a separate statutory body but has a key role in coordinating and overseeing the delivery of the Success Regime and STP. It provides a forum for external input from stakeholders, setting strategic context and support/challenge. Its purpose is to:</p> <ul style="list-style-type: none"> <li>• provide strategic leadership for the programme</li> <li>• ensure successful delivery of the goals of the success regime and STP</li> <li>• hold the Programme Executive to account for the delivery of the agreed work programme and to offer support/advice</li> <li>• ensure sound governance arrangements are in place for the programme</li> <li>• provide a strategic context and challenge to the programme</li> <li>• provide a steer to the Programme Executive on priorities within the programme</li> <li>• approve proposed changes to the SR/STP for recommendation to the CCG and Acute statutory organisations and Local Authorities where appropriate</li> <li>• agree all relevant risks identified and to endorse the proposed mitigating actions/risk management strategy</li> </ul> |
| <b>Membership:</b> | <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Independent Chair</li> <li>• Programme Director</li> <li>• SRO - In Hospital Portfolio</li> <li>• SRO - Local Health &amp; Care Portfolio</li> <li>• Hospital group Medical Director</li> <li>• Local Health &amp; Care Medical Director</li> </ul> <p><b>Independent/external Members</b></p> <ul style="list-style-type: none"> <li>• Chief Executive or nominated Deputy of: Essex County Council, Thurrock Council and Southend Borough Council</li> <li>• Healthwatch Representative<sup>1</sup></li> <li>• Chair of Hospital Group (<i>once established</i>)</li> <li>• Chair of CCG Joint Committee/Committee in Common (<i>once established</i>)</li> <li>• Chair of Service User Advisory Group</li> <li>• Vice Chancellor of Anglia Ruskin University</li> <li>• Chief Executive of Essex Partnership University NHS Foundation Trust</li> </ul> <p><sup>1</sup> It is envisaged that one member of Healthwatch will represent and feedback to all three local organisations</p>  |

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| <b>Independent/external Members role:</b>         | <p>The role of the Independent Members is broadly analogous to that of Non-Executive Directors on Boards. It is envisaged that they will:</p> <ul style="list-style-type: none"> <li>• Bring an independent and external perspective</li> <li>• Advise on strategy and policy</li> <li>• Hold executives to account for delivery of the agreed SR/STP programme and offer support</li> <li>• Bring a range of specialist skills to enrich the Board</li> <li>• Ensure that governance is robust and that risks are identified and appropriately managed</li> </ul>                                      |
| <b>Chair:</b>                                     | <ul style="list-style-type: none"> <li>• Independent Chair/ or nominated Deputy</li> </ul>  |
| <b>Quorum:</b>                                    | <p>The meeting will be quorate when there is at least the following representation:</p> <ul style="list-style-type: none"> <li>• 4 Executive Members including both SROs or nominated deputy and the Programme Director or nominated deputy</li> <li>• 2 Independent Members</li> </ul>   |
| <b>Frequency of meetings:</b>                     | <ul style="list-style-type: none"> <li>• Monthly</li> </ul>   |
| <b>Administrative arrangements:</b>               | <p>The Board will be supported by the Programme Manager who will:</p> <ul style="list-style-type: none"> <li>• Agree the agenda with the Chair and circulate to members, along with any necessary advanced material</li> <li>• Ensure minutes are taken and keep a record of issues and actions to be taken forward.</li> <li>• Items for the agenda should be notified electronically to the Programme Manager no later than 12 noon five working days before each meeting. This will ensure that the agenda and the number of items to be discussed is reviewed and agreed with the Chair.</li> </ul> |
| <b>Accountability and Reporting:</b>              | <p>The Board will report to the Regional Directors of NHSE and NHSI as part of the oversight arrangements for STPs</p>  |
| <b>Sub-Group reporting to the Programme Board</b> | <ul style="list-style-type: none"> <li>• Programme Executive</li> </ul> <p>(note: other groups/members may be invited to attend on an ad-hoc basis to present/provide updates e.g. Service User Group Chair, Finance Oversight Group)</p>   |
| <b>General principles of ways of working</b>      | <p>The following principles will underpin the work of the Programme Board:</p> <ul style="list-style-type: none"> <li>• Work to transparent and clear priorities and have a bias to action</li> <li>• Work as a team - exploiting each other's strengths, demonstrating strong corporate commitment and trust</li> <li>• Have strong communications</li> </ul>  |

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|                               | <ul style="list-style-type: none"> <li>• Share information with the System Leaders Group and wider stakeholder engagement group as appropriate,</li> <li>• Respect the need to maintain confidentiality when required</li> </ul> |
| <b>Conflict of interests:</b> | Members will declare conflict of interests at the beginning of each meeting.   |
| <b>Meeting Etiquette</b>      | Mobile phones will be switched off during meetings unless the member is on call.   |
| <b>Self-Assessment:</b>       | The Group will review its performance on a six-monthly basis against its terms of reference  |

Version 2: Amended 24/5/17

Final/Agreed