

TERMS OF REFERENCE

NAME OF GROUP:	STP Programme Delivery Group									
PURPOSE	<p>The STP Programme Delivery Group has been established to provide a supporting function to Programme Directors, facilitate learning and sharing and ensure linkages and integration between work streams as appropriate.</p> <p>The STP Programme Delivery Group will act as the implementation arm of the STP Leadership Board and will adopt a system wide approach, incorporating health, social care and housing.</p>									
MEMBERSHIP	<p>Chair: Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership Vice Chair: Deputy Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership</p> <p>Members:</p> <table border="1"> <tr> <td>Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership</td> </tr> <tr> <td>Deputy Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership</td> </tr> <tr> <td>Senior Finance Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership</td> </tr> <tr> <td>Quality Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership</td> </tr> <tr> <td>PMO Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership</td> </tr> <tr> <td>Programme Directors for STP work-streams</td> </tr> <tr> <td>Programme Directors for Greater Notts and Mid Nottinghamshire</td> </tr> <tr> <td>Head of Assurance, NHS England</td> </tr> <tr> <td>System lead for Transforming Care and Maternity</td> </tr> </table> <p>Note: it may not necessary for representation from all or some of the enabling work-streams to be present at every meeting. Attendance to be determined in advance.</p> <p>Others will be required to attend to report key activities as required</p>	Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership	Deputy Managing Director, Nottinghamshire Health and Care Sustainability and Transformation Partnership	Senior Finance Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership	Quality Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership	PMO Lead, Nottinghamshire Health and Care Sustainability and Transformation Partnership	Programme Directors for STP work-streams	Programme Directors for Greater Notts and Mid Nottinghamshire	Head of Assurance, NHS England	System lead for Transforming Care and Maternity
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PROGRAMME STRUCTURE	See Annex 1.									
RESPONSIBILITIES	<ul style="list-style-type: none"> To share information in order to ensure the Programme Directors and Alliance/ACS leads are working as a unified, well-informed team. 									



	<ul style="list-style-type: none"> • To escalate issues to the STP Leadership Board for resolution of any issues • To operationalise the STP Leadership Board agenda of work as necessary. • Roll out learning and sharing across transformation areas and work-streams to support a shared understanding and facilitate joint learning. • To consider any issue relating to the smooth running of the STPs business. • To ensure a consistent and standardised approach to Programme Management. • To receive feedback from the STP Clinical Advisory Group and STP Advisory Group and action as appropriate. • Identify and manage risk on behalf of the STP Leadership Board as outlined in the STP Risk Management Policy • Roll out learning and sharing across transformation areas and work-streams to support a shared understanding and facilitate joint learnings • Identify cross work-stream risks and issues, assess and manage them in line with the agreed governance arrangements escalating to the STP Leadership Board where necessary • Coordinate work stream delivery to ensure that critical paths are understood; dependencies between work-streams are planned and linked; and that supporting and enabling work-streams are embedded within high impact areas. • To receive information, data and best practice, and determine how best to disseminate to the wider system / implement.
FREQUENCY OF MEETINGS	The Board will meet formally on a monthly basis to conduct its business.
REQUIRED ATTENDANCE:	It is expected that members will prioritise these meetings and make themselves available exceptionally where this is not possible a Deputy may attend of sufficient seniority to support delivery in a timely manner and to have delegated authority to make decisions on behalf of their organisation or role on the Group in accordance with the objectives set out in the Terms of Reference for this Group. For Local Authority representatives this will be in accordance with the due political process.
QUORUM:	<p>A meeting will be quorate with:</p> <ul style="list-style-type: none"> • The Chair or Vice Chair • STP PMO Lead or deputy • A minimum of five STP work-streams represented.
REPORTING PROCEDURES:	The STP Leadership Board will receive regular reports on progress from this group and exception and escalation reports from the transformation boards and system wide programmes.



SERVICING:	<p>The Group will be serviced by the STP Leadership Team.</p> <ul style="list-style-type: none">• Draft agendas will be agreed with the Chair and circulated to Group members to contribute items;• Agreed items for the agenda, to be sent to the STP Team, with the relevant paperwork, up to 3 working days before each meeting;• The Chair agreeing the final agenda;• Papers will be circulated 2 working days before each meeting;• Additional items for the agenda will be taken by exception with the knowledge and agreement of the Chair in advance of the meeting commencing;• The draft minutes of each meeting will be circulated within 5 working days of the meeting being held and will be approved at the following meeting.
REVIEW DATE :	<p>These Terms of Reference will be reviewed on a quarterly basis to ensure continued fitness for purpose in the light of potential changes to the expectations of national requirements or local issue.</p>
DATE APPROVED :	<p>STP Leadership Board 23 March 2018</p>

Nottinghamshire Health and Care Sustainability and Transformation Partnership governance structure

29 January 2018

