



TERMS OF REFERENCE

NAME OF GROUP:	STP PLANNING GROUP
PURPOSE	<p>To support the STP Leadership Board in the development of a robust an integrated system-wide plan to provide a full understanding and risk assessment of the system and meet the requirements of the NHS planning regime.</p> <p>This will include identification of gaps in the current planning process and ensuring that STP governance is fit for purpose for delivering a sustainable system plan.</p> <p>The scope of integrated planning includes finance, activity, capacity, workforce, quality and transformation plans.</p>
MEMBERSHIP	<p>Chair: SRO – Finance & System Efficiencies Deputy Chair: STP Head of Assurance and Delivery</p> <p>Members:</p> <p>Executive officers responsible for planning from the following organisations:</p> <p>Mid-Notts CCGs Greater Notts CCGs Nottinghamshire Healthcare Sherwood Forest Hospitals Nottingham University Hospitals Nottinghamshire County Council Nottingham City Council</p> <p>CCG Directors of Quality STP Deputy Managing Director – corporate holder of the risk register</p> <p>In attendance:</p> <ul style="list-style-type: none"> NHSE / NHSI Regulator as required <p>It is a requirement of the group for members to attend at least 75% meeting annually.</p>
PROGRAMME STRUCTURE	See Annex A.
RESPONSIBILITIES	<ol style="list-style-type: none"> To review 2018/19 plan and identify gaps (e.g. winter and capacity) To review system working (Governance groups, workstreams) to determine if fit for purpose for delivering sustainable system plan. Preparation for 2019/20 planning cycle to build on system working to date. Develop for assessment and reporting of planning risks



	<p>and highlight to Leadership Board as required.</p> <p>5. In preparation for the 2019/20 planning cycle develop an overall system plan signed off by the STP and all its partners including:</p> <ol style="list-style-type: none"> a. Finance and activity plan b. Demand and capacity plan (linking with A&E delivery boards and including winter profile) c. Workforce plan d. Transformational plans <p>6. Moderation of the system risk register and highlight report in preparation for Leadership Board.</p>
FREQUENCY OF MEETINGS	The Group will meet formally on a monthly basis. Frequency will be increased to fortnightly at key planning times or at the discretion of the chair.
REQUIRED ATTENDANCE:	It is expected that members will prioritise these meeting 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 contribute to discussion and proposals 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.
QUORUM:	Not required as the group is not a decision making forum.
REPORTING PROCEDURES:	The STP Leadership Board will receive regular reports on progress from this group and exception and escalation reports on risks to system plan as required.
SERVICING:	<p>The Group will be serviced by the STP Admin 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 assurance 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 action notes of each meeting will be circulated within 1 week of the meeting being held and will be approved at the following meeting.
REVIEW DATE :	These Terms of Reference will be reviewed on a 6 monthly basis to ensure continued fitness for purpose in the light of potential changes to the expectations of national requirements or local issues.
DATE APPROVED :	29 June 2018 STP Leadership Board

Annex A

Nottinghamshire Health and Care Sustainability and Transformation Partnership governance structure

29 June 2018

