

Better Care Programme Governance Group

Terms of Reference

1. Context

The Better Care Programme is accountable, via the Joint Commissioning Board for Adults' Services, to the Wiltshire Health and Wellbeing Board and is in place to deliver on the objectives set out in Wiltshire's Better Care Plan 2014-16.

The Better Care Programme Governance Group reports to the Joint Commissioning Board. It also informs the Council's Transformation Programme, the Council's strategic meeting for adult social care, the CCG's Executive and Clinical Executive meetings.

2. Purpose

The Better Care Programme Governance Group provides a forum for:

- Monitoring delivery of existing projects within the Better Care programme with discussion required for projects by exception and with time allocated proportionately according to significance of the projects
- Monitor financial spend against the Better Care Plan and report variances in order for actions to be taken (including reporting to the JCB, Council, CCG and NHS England as required)
- Unblocking barriers to project delivery with commitment of resources as required.
- Making recommendations about cessation of projects in order that resources can be diverted and reprioritised.
- Signing off of new projects with approval of Milestones, Quality Impact including Equality, Deliverables including Financial
- Process control of new projects so that resources are allocated appropriately to enable delivery of objectives.
- Sharing learning and good practice from across the organisation.
- Assisting in managing the agenda of the Joint Commissioning Board by identifying issues that need further joint discussion or decision.

3. Frequency and arrangements of meetings

Meetings will take place bi-monthly, in alternate months to the Joint Commissioning Board, ensuring that reports produced are as up to date as possible.

Standard reporting templates will be used. Where the work stream is led by the Council, the Council's project management tools and templates will be used for the entire work stream. Where the work stream is led by the CCG,

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Arrangements for the meeting will be made by the Council's Programme Office. Meetings will be supported jointly by the Council's Programme Office and the CCG's Programme Management Office. A single action tracker will be produced and circulated to members of the group.

4. Attendance at meetings

The following will be regular attendees at the meetings:

- Joint Health and Care Integration Lead (Chair)
- CCG Director of Planning, Performance and Corporate Services
- CCG Chief Finance Officer
- Wiltshire Council Associate Director of Adult Social Care Commissioning, Safeguarding and Housing
- Wiltshire Council Associate Director of Finance
- Wiltshire Council Head of Performance, Health and Workforce
- Project Manager from CCG Programme Management Office and Project Manager from Wiltshire Council Programme Office

Others may be invited according to the agenda, and are likely to include CCG Directors and Council Heads of Service leading on specific work streams.

All attendees must be flexible in making themselves available but there is no quorum. In the event that named individuals cannot attend they should arrange for an empowered deputy to attend or pre-brief accordingly.

5. Inputs to the meeting

The meeting agenda will be agreed by the Chair in advance. It will be dependent on the status of projects, but will ensure that all of the Better Care work streams are covered.

Where papers are required to support agenda items these will be circulated in advance. These will regularly include:

- Project dashboard
- Financial reporting
- Risk Register compiled from individual risk registers and scoring 9 and above.
- Agenda, meeting notes and action tracker.

6. Outputs from the meeting

The following are outputs from the meeting:

- Action notes from the meeting will be circulated together with action tracker. This will include a summary of issues and/or agenda items for discussion at the next Joint Commissioning Board meeting
- Direction to project managers and project sponsors
- Actions required to address risks and barriers including commitment of resources from the Better Care Fund and from individual organisations' budgets, as required
- Projects approved for implementation and monitoring through Programme Management Offices of the Council and the CCG
- Preferred options identified in Business Cases for approval by Joint Commissioning Board and/or Health and Wellbeing Board
- Information will be used to support the Council and the CCG in reporting to NHS England, Department of Health, Local Government Association or other regional/national bodies
- Intelligence which can be shared across the Council and CCG to enhance delivery through the use of best practice.
- Areas of risk for entry on to the Council and/or CCG risk register.

7. Review Arrangements

These Terms of Reference will be reviewed as required by the Joint Commissioning Board.

Approved:

Date of review: