



JOINT REGIONAL PLANNING AND DELIVERY COMMITTEE

TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Chairs, Chief Executives and Directors of Planning at Abertawe Bro Morgannwg and Hywel Dda University Health Boards	22.05.2017	Approved with minor amendments
V0.2	Issued to inaugural meeting of the Joint Regional Planning and Delivery Forum	24.05.2017	
V.1.0	Approved	24.05.17	Approved subject to minor amendments
V1.1	Further amendments following second meeting of the Joint Regional Planning and Delivery Committee	16.08.17	Approved with minor amendments
V2.0	Issued to ABMU and HDU Health Boards	28.09.17	

JOINT REGIONAL PLANNING AND DELIVERY COMMITTEE

1. Constitution

- 1.1 The Joint Regional Planning and Delivery Committee (JRPDC) has been established as a Joint Committee of Abertawe Bro Morgannwg and Hywel Dda University Health Boards and constituted from 24th May 2017.

2. Membership

- 2.1 To ensure the Joint Regional Planning and Delivery Committee undertakes its role effectively, its members are asked to:

- Attend monthly meetings;
- Adopt an open and constructively challenging approach within meetings;
- Promptly follow up on actions and commitments; and
- Participate in electronic and virtual channels established to allow a continuous flow of information between committee members.

Member	Position/Organisation
Steve Moore	Chief Executive, Hywel Dda UHB (Co-Chair)
Alexandra Howells	Acting Chief Executive, ABM UHB (Co-Chair)
Hamish Laing	Medical Director, ABM UHB
Philip Kloer	Medical Director, Hywel Dda UHB
Siân Harrop-Griffiths	Director of Strategy, ABM UHB
Karen Miles	Director of Planning, Performance, & Commissioning, Hywel Dda UHB
Joe Teape	Director of Operations/Deputy Chief Executive, Hywel Dda UHB
Rory Farrelly	Interim Chief Operating Officer and Deputy Chief Executive, Director of Nursing and Patient Experience, ABMU Health Board
Andrew Davies	Chair, ABM UHB (ex-officio)
Bernardine Rees	Chair, Hywel Dda UHB (ex-officio)
In Attendance	
Dr Andrew Goodall or nominated representative	Director General for Health and Social Services/ NHS Wales Chief Executive
Governance Advice/ Support	
Joanne Wilson	Hywel Dda UHB
Steve Combe	ABM UHB
Invitation to attend to discuss work programme areas requiring wider collaboration	
Tracy Myhill	Chief Executive Welsh Ambulance Services NHS Trust
Carol Shillabeer	Chief Executive Powys Teaching Health Board
Steve Ham	Chief Executive Velindre NHS Trust

- 2.2 Membership of the Committee will be reviewed on an annual basis.

3. Quorum and Attendance

- 3.1 A quorum shall consist of no less than 50% of the membership, including a minimum of one Chief Executive Officer (or agreed nominated deputy) from each partner organisation.
- 3.2 Any senior officer of the UHBs or partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting to assist with discussions on a particular matter.
- 3.3 Should any member be unavailable to attend, they may nominate a deputy to attend in their place, subject to the agreement of both Co-Chairs.
- 3.4 The Committee will be chaired by the Chief Executive Officer from Hywel Dda University Health Board for the first six months of operation. On a six monthly cyclical basis the Chairmanship will rotate between the Chief Executive Officers.

4. Aim

- 4.1 The Joint Regional Planning and Delivery Committee (JRPDC) has been established to provide joint leadership for the regional planning, commissioning and delivery of services for Abertawe Bro Morgannwg University Health Board and Hywel Dda University Health Board.
- 4.2 The JRPDC will have a key role to drive forward a range of projects that have been identified by partner organisations as priorities for joint working at pace to deliver Ministerial objectives especially those relating to the NHS Outcomes Framework as well as alignment to the more strategic ARCH Programme Board, and that of the Service Transformation Programme.
- 4.3 It will bring together in one place all the projects, which will deliver significant in-year progress and pace in delivery in the health and care system for the region. It is envisaged that the ARCH Programme Board will continue to develop the wider strategic work in the region.

5. Objectives

The following objectives are within the scope of the JRPDC:

- 5.1 Consider and prioritise the regional projects included within the JRPDC programme, approving Project initiation Documents (PIDs) and Business Cases, and identifying and agreeing any further projects to be included in the JRPDC programme.
- 5.2 Manage high-level interdependencies and risks associated with all the JRPDC projects and consider in the context of the wider more strategic ARCH Portfolio Delivery Plan ensuring consistency, compatibility and co-ordination between JRPDC projects and ARCH programmes.
- 5.3 Ensure projects deliver against their outcomes and timescales, and deliver against the quality measures and programme benefits, as identified in their PIDs and or Business Cases.
- 5.4 Ensure that all the JRPDC projects are aligned with respective University Health Board strategic priorities and clinical strategies, and are also aligned to the strategic direction of

Welsh Government and other partners (University Health Boards, Mid and West Wales Collaborative & all NHS Wales Collaborative), remaining cognisant of and responding to the changing requirements within the wider environment of the Health Service in Wales.

- 5.5 Providing a vehicle to progress work programmes within the remit of the JRPDC without unnecessary recourse elsewhere to ensure pace.

6. Out of Scope

- 6.1 The following are outside the scope of the Joint Regional Planning & Delivery Committee:
- Replacement of existing University Health Board sovereignty or governance structures;
 - Delivery of existing local services; or
 - Replacement of existing planning, governance, or due diligence arrangements.

7. Engagement

- 7.1 In respect of the JRPDC projects, consider the patient, public and stakeholder engagement requirements, and provide assurance and advice to the respective University Health Boards on engagement and communication activities.
- 7.2 Promote patient and public engagement in the review and redesign of NHS services ensuring that the JRPDC can evidence where patient experience has influenced change.
- 7.3 Promote understanding of the aims, objectives and deliverables of the JRPDC programme.

8. Governance

- 8.1 Pro-actively manage the appropriate risks identified within the JRPDC programme, being accountable to the respective University Health Boards and in alignment to the deliverables of the ARCH Programme Board.

9. Agenda and Papers

- 9.1 The agenda will be based around the Committee's work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year, and requests from members.
- 9.2 The agenda and papers will be distributed **seven** days in advance of the meeting.

10. Frequency of Meetings

- 10.1 The Committee will meet monthly and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Co-Chairs of the Committee.

11. Accountability, Responsibility and Authority

- 11.1 Although, as set out within these terms of reference, the Board has delegated authority to the Committee for the exercise of certain functions, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens, through the effective governance of the organisation.

- 11.2 The Committee is directly accountable to the respective University Health Boards for its performance in exercising the functions set out in these terms of reference.

12. Reporting

- 12.1 Through the Chief Executive Officer Board Update Reports to respective Boards, and through respective Committee structures responsible for planning.
- 12.2 Regular joint updates will be provided to respective Community Health Council (CHC) Service Planning Committees with opportunity to present at joint statutory CHC meetings to provide ongoing briefings.
- 12.3 The work programme and terms of reference will be shared with the ARCH Programme to ensure these programmes of work are complimentary and not duplicative.
- 12.4 The agendas and terms of reference will be shared with the Chief Executive Officers and Chairs from Powys Teaching Health Board, Welsh Ambulance Services NHS Trust and Velindre NHS Trust.

13. Secretarial Support

- 13.1 The Committee Secretary shall be jointly determined by the Board Secretaries from Abertawe Bro Morgannwg and Hywel Dda University Health Boards.

14. Review Date

- 14.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the respective University Health Boards.