

# Transformation Board Terms of Reference

## 1. Purpose and Remit

The Transformation Board is set up to drive forward the transformation of the health and social care system in Oxfordshire, and more specifically:

- To bring together in one place all the projects, which will deliver significant change in the health and care system.
- To provide a place for an in-depth discussion about new models of payment in the NHS; new model of provision (as detailed in the 5 year forward view); system enablers (e.g. workforce, IT, assets).
- To oversee the set up and delivery of the joint Oxfordshire transformation programme.

**NB: The Transformation Board replaces the Joint QIPP Steering Group.**

## 2. Membership

- Chief Executives from:
  - Oxford Health NHS Foundation Trust (Chair)
  - Oxford University Hospitals NHS Trust
  - Oxfordshire Clinical Commissioning Group
  - Oxfordshire County Council
  - Principal Medical Limited (PML)
  - South Central Ambulance Service
- Medical Director and Director of Strategy, Oxford Health NHS Foundation Trust
- Director of Strategy, Oxford University Hospitals NHS Trust
- Director of Adult Social Services, Oxfordshire County Council and Director of Strategy and Transformation, Oxfordshire Clinical Commissioning Group
- GP Lead (Clinical Chair), Oxfordshire Clinical Commissioning Group
- GP federations clinical representative
- Medical Director, South Central Ambulance Service
  
- Transformation Programme Director (attending)

### 3. Responsibilities and Relationships

The Transformation Board will

- provide the overarching governance mechanism for the system Transformation Programme
- ensure that the Transformation Programme is driven by the Oxfordshire Single Plan; vision; and values and the agreed guiding principles
- ensure that programme leads are adequately supported in their work and held to account for the delivery of their responsibilities.

More specifically, the Transformation Board will:

- Consider, commission, prioritise and approve proposed new programmes and projects, approving programme briefs and business cases.
- Identify programmes and projects that should be discontinued or re-prioritised due to changes in the environment.
- Ensure consistency, compatibility and co-ordination between programmes and projects.
- Manage high-level interdependencies and risks associated with all transformation programmes and the wider portfolio of change.
- Where changes to programmes and projects, or the management of risks or inter-dependencies, needs wider debate, remit those matters to System Leadership Group.
- Ensure programmes deliver against their outcomes, KPI's, budgets, timescales, quality measures and business benefits, as identified in their business cases.
- Strategically identify, prioritise and allocate resources to programmes and projects, re-aligning where necessary.
- Ensure that an over-arching effective Communications and Engagement Strategy exists, including key messages for circulation to the partner organisation as the result of each meeting.
- Monitor the impact of transformation programme as a whole, including unintended consequences/dis-benefits, and agree appropriate strategic response.
- Engage with GP Clinical Directors, Academic Health Science Networks, Collaboration for Leadership in Applied Health Research and Care (CLAHRC) and other stakeholders, inviting their representatives to attend Board meetings, as appropriate
- Ensure appropriate public and patient engagement is undertake across the programme

## **Reporting Arrangements**

The Transformation Board will escalate issues to the System Leadership Group or the Commissioning Board, as appropriate.

### **4. Meetings**

Meetings will be held monthly.

### **5. Support**

Support to the Board and the Transformation Programme will be provided by the CCG Programme Management Office.

Secretarial/administrative support will be provided by [TBC].

Staff seconded in by the partner organisations will lead and deliver transformation projects and programmes.

### **6. Review**

The Transformation Board Terms of Reference will be reviewed as necessary by the System Leadership Group.