

## HEALTH & SOCIAL CARE BOARD

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| <b>Health and Social Care Board</b>  |
| <p>The Programme Board is an officer and partner body set up by Reading Borough Council and is accountable to the:</p> <ul style="list-style-type: none"><li>• Executive Boards of the Provider Trusts</li><li>• Corporate Management Team of Reading Borough Council</li><li>• Health and Wellbeing Board</li><li>• Adults, Children's and Education Committee</li><li>• North-West and South CCGs</li></ul> <p>The Programme Board will be responsible for overseeing and monitoring a corporate and cross-agency programme to:</p> <ul style="list-style-type: none"><li>• promote the integration of health and social care in Reading</li><li>• deliver the reforms flowing from the Care Bill</li><li>• manage the work of the Health and Wellbeing Board,</li></ul> <p>The programme will be commissioned by the above agencies</p> |
| <p>The Programme Board will report to the above agencies on the operation and delivery of the programme, and may report to other public forums as required, including responsible Committees of the Council.</p> <p>The Programme Board will take collective responsibility for decisions made relating to the strategic programme(s) for which it is responsible and accountable. Every member of the Programme Board will be directly accountable for delivery of the actions within their individual area of responsibility.</p>  |
| <p><b>Purpose</b></p> <p>The purpose of the Programme Board is to:</p> <ul style="list-style-type: none"><li>• Oversee the delivery of an integrated health and social care system within Reading</li><li>• Manage the system changes required under the Care Bill 2013/14</li><li>• Organise and support the work of the Health and Wellbeing Board</li></ul> <p><b>Role</b></p> <p>The role of the Programme Board is to provide programme direction and take decisions across all of the agencies listed above, including approval of projects, products, budgets and plans within the overall Programme as agreed by those agencies to which it is accountable, and within the existing officer delegations relevant to each partner agency.</p> <p>The Programme Board is a strategic planning group and is responsible for:</p>      |

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| <ul style="list-style-type: none"> <li>• optimising the opportunities of an integrated health and social care system for the citizens of Reading</li> <li>• realising cashable savings through the delivery of this system</li> <li>• ensuring the health and social care system responds to the challenges of the Care Bill 2013/14</li> <li>• planning the work of the Health and Wellbeing Board so as to maximise its effectiveness.</li> </ul>   |
| <p><b>Responsibilities</b></p>  |
| <p>1. Support the bodies to which it is accountable by the successful and timely delivery of all the projects within the programme, within approved budgets.</p>  |
| <p>2. Set the strategic direction and priorities for the programme across partner agencies.</p>   |
| <p>3. Establish and monitor the portfolio of projects within the programme including:</p> <ul style="list-style-type: none"> <li>• Developing, reviewing and monitoring the programme plan</li> <li>• Receiving highlight and exception reports from each of the projects</li> <li>• Ensuring risk is managed effectively by each project and collectively, with all programme risks being reviewed and recorded on appropriate risk registers, mitigation plans put in place and arrangements made for the escalation of risks to follow relevant agency policies</li> <li>• Ensuring projects stay within the agreed programme and project brief, including - but not limited to - changes to scope, plan, benefits and budget; and reporting any major over-or under-spends to the appropriate agency</li> <li>• Reviewing end-of-stage and project closedown reports</li> <li>• Ensuring the post-evaluations of impact on activity, workforce and KPIs, including lessons learnt within projects, are disseminated across the programme</li> </ul> |
| <p>4. Identify and monitor performance measures for the health and social care system and develop whole system approaches to achieving standards.</p>   |
| <p>5. Inform health and social care commissioners &amp; providers of the strategy and priorities in the programme.</p>  |
| <p>6. Engage with external organisations whose services contribute to the effective delivery of health and social care.</p>   |
| <p><b>Membership</b></p>  |
| <p>Managing Director Reading Borough Council (Chair)<br/>         Chief Officer ( Berkshire West CCGs)<br/>         Commissioning lead ( CCGS)<br/>         HoS Commissioning and Procurement RBC<br/>         Public Health Consultant RBC<br/>         Director for Reading Locality (Berkshire Healthcare Foundation Trust)<br/>         DASS &amp; DCS RBC<br/>         HoS Adult Social Care RBC<br/>         Hos Children’s Social Care<br/>         Programme managers (RBC)<br/>         Patient/service user voice - tbc<br/> <i>Others may be called to provide further information on specific deliverables.</i></p>   |

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| The Programme Board will be supported by the Programme Managers   |
| Deputies are permissible under these Terms of Reference and should be fully briefed to participate in discussion and delegated authority to act on behalf of their organisation.                                |
| The Programme Board will meet every 6 weeks with additional meetings as required at the discretion of the Chair.  |
| All agenda items to be submitted to the Programme Managers in accordance with the agenda management timetable.<br><br>Agenda and papers will be circulated electronically five working days before the meeting. |
| Minutes and actions will be circulated within five working days of the meeting.   |