

Elective Care Recovery Portfolio Board

Terms of Reference

1.0 Introduction

The purpose of this document is to define the terms of reference for the Elective Care Recovery Portfolio Board.

As the impact of the Covid pandemic becomes clearer, the Health Board have commenced detailed planning and (where appropriate and according to changing Infection and Prevention Control guidance) restarting of elective activity.

To oversee the development, implementation and delivery of plans for the restart of elective activity the Elective Care Recovery Portfolio Board (the Portfolio Board) has been convened.

2.0 Remit and Responsibilities

This multi-disciplinary Portfolio Board is responsible for the leadership, influence and support to drive the elective care recovery programmes of work forward and will deliver in line with the Health Board's operational objectives to:

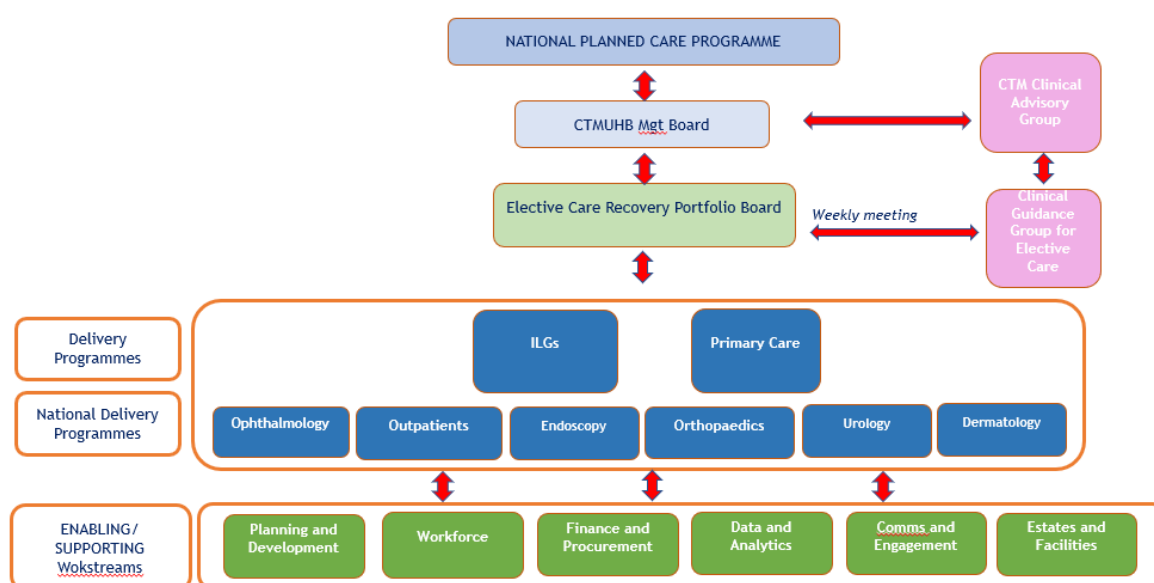
- Improve quality, safety and patient experience.
- Protect and improve population health.
- Ensure that the services provided are accessible and sustainable into the future.
- Provide strong governance and assurance.
- Ensure good value based care and treatment for our patients in line with the resources made available to the Health Board.
- Develop a motivated and sustainable workforce.
- Carry out a thorough evaluation throughout this portfolio.

The Portfolio Board will meet weekly initially to agree detailed activities and to support the development and implementation of the associated Recovery Plan (the plan). The Portfolio Board will also monitor delivery via a combination of highlight reports and associated trackers. Once per month, when closed down financial and activity is available a dedicated session will be held to review the signed off positions (ie tracking of activity benefits and drawn down financial position). Furthermore, a written report will be provided to the CTM Health Board Management Board each month.

Each ILG will be represented by a member of the Senior ILG Team (Director of Operations or equivalent). In addition, the Portfolio Board will include key representatives from all parts of CTM UHB required to help deliver the final plan. Co-ordinated by the Portfolio Director, this team will support the development of the ILG and overall CTM UHB recovery plan.

3.0 Workstream & Governance Structure

The programme work stream and reporting structure is illustrated below. As the portfolio develops and matures the work streams and delivery programmes may be subject to change. Any substantial changes will be detailed in a future iteration of the terms of reference.



4.0 Membership

Role
Senior Responsible Officer, Chief Operating Officer
Portfolio Director, (Chair)
Director of Operations (MCILG)
Director of Operations (RTEILG)
Director of Operations (BILG)
Operational delivery lead (MCILG)
Operational delivery lead (RTEILG)
Operational delivery lead (BILG)/Ophthalmology delivery lead
Primary Care lead

Operational delivery lead (Primary Care)
Orthopaedic Transformation lead
Outpatients Transformation lead
Endoscopy Programme lead
Urology Programme lead
Dermatology Programme lead
Planning lead
Workforce lead
Procurement lead
Data & Analytics lead
Communications & Engagement lead
Estates & Facilities lead
Clinical Guidance Lead
Director of Finance
Finance Lead
Finance Business Partner
Programme Manager (PMO)
Programme Support Office (PMO)

Where appropriate; additional members will be co-opted onto the Portfolio Board for specified purposes throughout the duration of the programme.

5.0 Procedural Arrangements

Quorum – The meeting will be regarded as quorate when attended as a **minimum** by

- Senior Responsible Office or Chair
- 2 delivery programme leads,
- 1 finance representative,
- 1 National Delivery Programme lead.
- 1 Enabling/Supporting work stream lead.

Chair – Portfolio Director (or nominated deputy).

Attendance – Most meetings will be conducted virtually. Appropriate deputies may be sent when members are unable to attend. These deputies must be briefed and provided with the documentation relevant to the meeting by the group member.

Secretariat – Provided by Programme Management Office

Frequency of meetings – Initially Weekly. This will be adjusted in line with portfolio requirements

Reporting

The Chair shall:

- Report formally to the Senior Responsible Office on the Portfolio Boards activities. This includes updates on activity, written reports as well as the presentation of detailed plans ; and
- Bring to the Executive Board’s attention via the SRO any significant matters under consideration by the Portfolio Board.

6.0 Review

These Terms of Reference will be reviewed as significant issues arise.

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