

Recovery and Redesign Board

Terms of Reference

V0.6

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Programme Management Office: Redesign
Board

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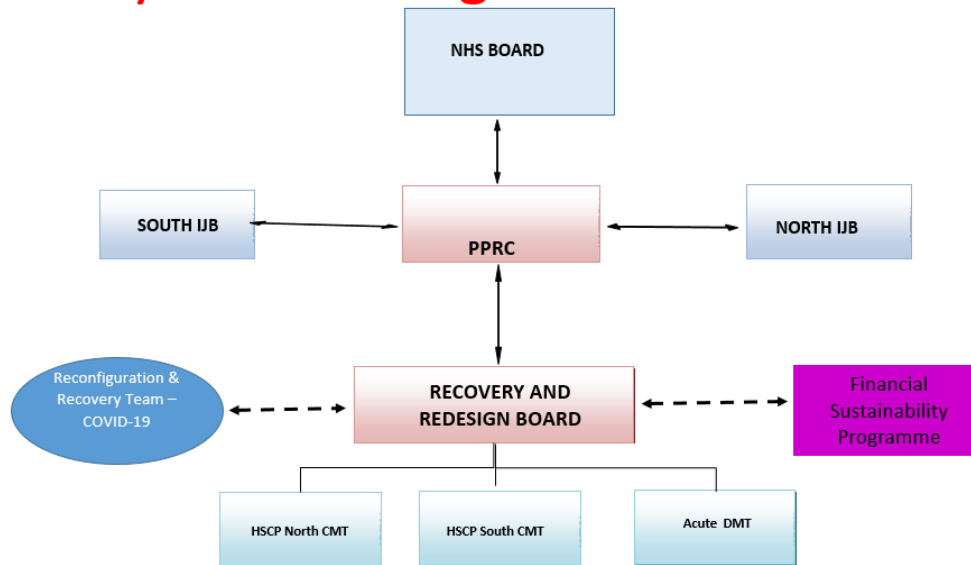
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1. Title

Recovery and Redesign Board

2. Governance

Recovery and Reconfiguration – Governance



The Recovery and Redesign Board will report to the Planning Performance Resources Committee and provide update reports to each meeting.

NB: This Board will subsume the remit of the Achieving Excellence Strategic Delivery Group and has established links to the Financial Sustainability Programme Board.

3. Board Objectives

The Recovery and Redesign Board will ensure oversight linked to established operational governance mechanisms and approve all recovery and reconfiguration proposals, ensuring plans are clearly defined and evidence based. Reporting arrangements will be through the use of SBAR templates which will incorporate details of benefits and risks detailing their RAG rated status.

The Recovery and Redesign Board will agree overall priorities for planned Recovery and/or Redesign programmes.

Reports will be provided to Planning Performance and Resources Committee at each meeting updating Board Members on progress and any variances with planned programmes.

As part of the governance arrangements for NHS Lanarkshire and in response to the COVID-19 situation a Recovery and Redesign Board will be established to:

- Maintain good corporate governance and oversight in relation to recovery and reconfiguration arrangements and to optimise the process.
- Provide assurance to the Board on scrutiny and probity of the recovery, reconfiguration and redesign approach.
- Maintain oversight of clinical modelling within existing budget and where possible, to be efficiency releasing.
- Seek out innovative solutions aligned to redesign of services for effectiveness (outcomes) and efficiencies (invest to save), optimising workforce.
- Provide a forum for discussion and mitigation of risks associated with service change during the recovery and reconfiguration process.
- Act as a central point for risk assessment, including risk benefits and change management of recovery and reconfiguration plans.
- Optimise recovery and reconfiguration opportunities to ensure NHS Lanarkshire emerges as a modern, fit for purpose, effective and dynamic Health Board.
- Provide a clear mechanism for reporting and updating the NHS Board with links into the wider corporate governance structures.

4. Membership

Mrs Laura Ace	Director of Finance
Dr Helen Alexander (HA)	Evaluation Manager
Mrs I Barkby (IB)	Interim Director of Emergency Reconfiguration and Recovery
Mr C Brown (CB)	Director of Communications
Dr J Burns (JB)	Medical Director
Mr Calum Campbell (CC)	Chief Executive, NHS Lanarkshire
Mr Paul Cannon (PC)	Board Secretary
Ms Kirsty Cole (KC)	Head of Organisational Development
Mrs L Drummond (LD)	Head of Assurance
Mr E Docherty (ED)	Director for Nurses, Midwives and Allied Health Professionals
Mr G Docherty (GB)	Director of Public Health
Mr Martin Gordon (MG)	Resilience Manager
Mrs Jacqueline Jackson	Programme Support Officer, PMO

Ms H Knox (HK)	Director of Acute Services / Deputy Chief Executive
Mr C Lauder (CL)	Director of Planning, Property & Performance
Mrs M Lees (ML)	Chair, Area Clinical Forum
Ms Lillian Macer (LM)	Employee Director
Ms Neena Mahal (NM)	Chair NHS Lanarkshire
Mrs Marion Mark (MM)	OD and Locality Modelling Lead
Ms Jackie McColl (JM)	Deputy Director of Communications
Mrs Carol McGhee (CMc)	Corporate Risk Manager
Mr R McGuffie (RM)	Chief Officer, Health and Social Care Partnership North Lanarkshire
Ms M McLuskey (MM)	Financial Sustainability Programme Manager
Ms Judith Park (JP)	Acting Director of Acute Services
Mrs Roslyn Rafferty (RR)	Strategy & Performance Manager
Ms Kay Sandilands (KS)	Director of Human Resources
Ms Sharon Simpson (SS)	OD and Locality Modelling Lead
Mr D Wilson (DW)	Director of Information and Digital Technology
Mrs V De Souza (VdS)	Chief Officer, Health and Social Care Partnership South Lanarkshire

Work Stream Leads (TBC)

5. Chair

Calum Campbell, Chief Executive will chair Recovery and Redesign Board meetings. Colin Lauder will act as Deputy Chair where the Chair is unable to attend a meeting and will have full delegated authority in those circumstances.

6. Decision Making

Meetings will be quorate where the following delegates are in attendance:

- Any two individuals from the membership list, where one is the Chair or Deputy Chair.

7. Frequency of Meetings

Meetings will take place weekly in the first instance and thereafter as required and may be held virtually. Where meetings are held virtually papers for discussion and comment will be provided in advance to allow time for consideration.

8. Papers

- The Board will accept papers in SBAR formats as appropriate. However, the papers must provide a clear statement of the risks associated with any proposals / decisions, evidence and assurance being provided and any actions required of the Board.
- To support the expediency and effectiveness of holding Board meetings virtually, the Board Chair will invite comments and questions on Board agenda items as appropriate, in advance of the Board meeting, with specific reference to those agenda items which are not for discussion.
- During this period should it be required the Board Chair would be able to call any additional virtual meetings of the Board.
- An Action note will be issued by email after each meeting. PMO secretariat will provide this service.

9. Confidentiality

GDPR will be adhered to at all times and no data from these meetings will be shared out with the overarching governance structures without prior permission of the Chair/SRO. Learning from the Recovery and Redesign Board activity can be shared with other organisations where no breach of data protection is made.

10. Lifespan

The Board will meet until the return to Business As Usual.

Terms of Reference Agreed:
Signature: _____
Date: _____

11. Document Control Sheet

12.1 Key Information

Title	Terms of Reference
Date Published / Issued	22-04-2020
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Author	
Owner	
Approver	
Approved by and Date	
Contact	
File Location	

12.2 Revision History

Version	Date	Summary of Changes	Name	Changes Marked

12.3 Approvals

This document requires the following signed approvals:

Version	Date	Name	Role	Signature
V0.5	22-04-2020		Programme Manager FSP	

12.4 Distribution

This document has been distributed to:

Version	Date of Issue	Name	Role / Area
V0.5	22-04-2020		SRO/Chair

12.5 Linked Documentation

Document Title:	Document File Path: