

Aneurin Bevan University Health Board

Planning and Strategic Change Committee

Terms of Reference

Draft Revised – July 2019 (Revised October 2019)

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1. Purpose and Roles of the Committee:

The Planning and Strategic Change Committee is a developmental Committee of the Board and will have a key role on behalf of Aneurin Bevan University Health Board in advising and guiding the organisation's planning arrangements and implementing major change (annual, medium and longer terms plans).

In particular it will advise the Board on:

- Delivering major service changes included in the Clinical Futures programme, including maximising the opportunities outlined in the IMTP
- considering any engagement and required consultation arrangements;
- Identifying challenges and opportunities arising from the South Wales Programme/ South Central and East Regional Planning and Delivery Forum work and any potential impact on local services.
- Strengthening commissioning of services, including determining local targets and managing demand;
- Implementing value based clinical services and adopting Prudent Healthcare principles;
- Identifying current innovative practice and aligning it with ABUHB performance (the committee will link closely with the Finance and Performance Committee, which will be monitoring in-year performance).
- Maximising capacity and effective resource allocation (linking with the Finance and Performance Committee and the People and Culture Committee)
- Exploring the opportunities for the delivery of services and the commissioning of services locally and regionally through available partnerships including consideration of the use and management of Health Board Estate (linking with the Public Partnerships and Well Being Committee).

2. Delegation and Authority:

The Committee will, in respect of its provision of advice to the Board have responsibility on behalf of the Board to develop and advise on proposals with regard to new programmes of work and in so doing continually scrutinise, measure and challenge the Health Board's longer term plans and aspirations. The Committee therefore, will not be a traditional assurance Committee of the Board comprised only of Independent Members. The Committee membership will also include the Chief Executive and members of Executive Team in order to facilitate discussion with regard to opportunities for implementing change and reallocating resources; in doing so the Committee will also engage with senior clinical leaders and managers to develop proposals for the delivery of change. The Committee will be run in workshop style to facilitate discussions and identify priorities and opportunities.

3. Membership of the Committee:

The Committee shall comprise a minimum of six Independent Members of the Aneurin Bevan University Health Board. All members of the Executive Team will also be members of this Committee. However, all members of the Board will be invited to attend the workshop style meetings.

The Committee shall be chaired by an Independent Member and the Vice Chair of the Committee shall also be an Independent Member.

4. Attendees

The Committee may extend invitations to attend Committee discussions to other officers or clinicians of the Health Board to discuss specific development areas, as required, taking account of the matters under consideration at each meeting.

The Committee may also invite (or co-opt) additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise, as required.

5. Committee Member Appointments

The membership of the Committee shall be determined by the Board, based on the recommendation of the Chair of the Health Board – taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by Welsh Government.

Members shall be appointed to hold office for a period of one year at a time, up to a potential maximum of their term of appointment with the Health Board. During this time a member may resign or be removed by the Board and therefore, will be automatically removed from the Committee.

6. Support to Committee Members

The Board Secretary, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to Committee members on any aspect related to the conduct of their role; and
- Ensure the provision of a programme of organisational development for Committee members as part of the Board's overall OD programme developed by the Director of Workforce and Organisational Development.

7. Quorum

At least three Independent Members and three Executive Team Members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair and one the Chief Executive or Deputy Chief Executive.

8. Frequency of Meetings

Meetings shall be held no less than quarterly, and otherwise, as the Chair of the Committee deems necessary – consistent with the Board's annual plan of Board Business. The Committee will also agree a programme of development work on an annual basis.

9. Withdrawal of individuals in attendance

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate any confidential discussion of particular matters, if required. In line with the Health Board's Standing Orders.

10. Relationship with the Board and Other Committees:

The Board retains overall responsibility and accountability for the areas covered by the Committee. However, the Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.

The Committee, through its Chair and members, shall work closely with the Board's other Committees, in doing so contributing to the Health Board's overall delivery of its objectives.

The Committee will liaise closely with all other Committees of the Board, but particularly the Finance and Performance Committee, which will monitor and scrutinise on behalf of the Board the current and annual performance and financial position of the Health Board's IMTP. Also, the Public Partnerships and Well Being Committee and the People and Culture Committee.

11. Reporting Arrangements

The Committee Chair shall:

- Report formally, regularly and on a timely basis to the Board on the Committee's activities. This includes verbal updates on activity, the submission of committee minutes and written assurance reports, as well as the presentation of an annual report.
- Bring to the Board's specific attention any significant matters under consideration by the Committee or key risks.

The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's performance and operation, including that of any sub Committees established.

12. Applicability of Standing Orders to Committee Business

The requirements for the conduct of business as set out in the Health Board Standing Orders are equally applicable to the operation of the Committee.

13. Review of Terms of Reference

These terms of reference and operating arrangements shall be reviewed annually by the Committee with reference to the Board.