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HEALTH AND CARE TRANSFORMATION –ADVISORY COMMITTEE

TERMS OF REFERENCE

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1 INTRODUCTION

- 1.1 On the 21 May 2019, Tynwald voted unanimously to accept the package of 26 recommendations contained within Sir Jonathan Michael’s final report following an independent review of the health and care system in the Isle of Man.
- 1.2 As a result, the Health and Care Transformation Programme (“the Programme”) has been set up within the Cabinet Office working to the Chief Secretary. The Programme consists of 14 projects that, combined, are required to ensure the delivery of Sir Jonathan Michael’s 26 recommendations.
- 1.3 The Programme has a governance structure that includes two Joint Project Boards, the Health and Care Transformation Board and Health and Care Transformation Political Board as the decision making bodies. Each Board includes senior representation from the DHSC to ensure collaborative and consistent working for the best result for the Island’s health and care system. The projects also include significant input and collaboration across the DHSC for the same purpose
- 1.4 In order to provide additional assurance and certainty that the Programme and the DHSC are able to work collaboratively and that suitable engagement and input is achieved in a timely manner, it is beneficial for the projects, and Programme as a whole, to have regular access to, and guidance from, DHSC leadership. In addition, due to the nature of the Programme, there is a requirement for a suitable route to key leaders within the health and care system for both specialist knowledge and enabling wider engagement and participation. As such, the Advisory Committee is required in order to provide this link.

2 OBJECTIVE

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- 2.1 The objective of the Advisory Committee is to provide advice, guidance and recommendations on matters relating to the Programme and its projects. The Advisory Committee will also support the Programme in relation to communication, engagement and with input from DHSC staff and other stakeholders involved in the health and care system.
- 2.2 The Transformation Programme Management Office (TPMO) and individual Project Leads (or Project Managers where no Project Lead is assigned) will bring such matters to the Advisory Committee.
- 2.3 The Advisory Committee will liaise with the TPMO for additional matters in the relation to the Programme and/or its projects that it would like to provide advice, guidance and recommendations.
- 2.4 The Advisory Committee will also fulfil the role of the Steering Committee identified in the Project Initiation Document (PID) to Establish Arms-length Delivery of Health and Care Services to advice on specific aspects of the separation of functions. This position will stand until the TPMO in consultation with the Advisory Committee determine that another group would be more appropriate.
- 2.5 The Advisory Committee is not a strategic decision making body, as responsibility for these decisions will remain with the relevant aspects of the defined Programme's governance structure, but it will help advise and guide the Programme to ensure the recommendations are achieved in accordance with the PIDs and subsequent project plans.
- 2.6 The Advisory Committee will support the TPMO and project teams, including working through issues, guiding policy decisions and supporting engagement.

3 MEMBERSHIP

- 3.1 Members of the Advisory Committee will include:
 - Co-Lead, Health and Care Transformation Programme (Chair)
 - Co-Lead, Health and Care Transformation Programme
 - Chief Executive Officer, DHSC
 - Chief Operating Officer, DHSC
 - Deputy Chief Executive Officer (Governance), DHSC
 - Director of HR Business, DHSC
 - Director of Nursing, DHSC
 - Medical Director, DHSC
 - Director of Public Health, Cabinet Office
 - Director of Children and Families, DHSC
 - Establish Manx Care Project Lead, Cabinet Office

The period of membership will be for up to April 2021 with a view to extending.

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- 3.2 The Advisory Committee will be supported by additional staff or advisers on an ad-hoc basis as required.
- 3.3 The Secretary of the Committee will be from the Transformation Programme.

4 ACCOUNTABILITY

- 4.1 Once recommendations are made following advice from the Advisory Committee, the TPMO and/or relevant project team will consider and act on them accordingly.
- 4.2 Advisory Committee members may be requested, where appropriate, to undertake action, signposting or lead engagement in order to support delivery of the Programme and/or its projects.
- 4.3 The Programme and its projects will report through Programme governance structure.
- 4.4 The Board(s) will act as an escalation point should issues remain unresolved at the Advisory Committee. In addition, in the event that there is discrepancy between the direction of the TPMO or project on a matter brought to the attention of the Advisory Committee, the TPMO or relevant Project Lead/Manager is required to make this known to the relevant Board(s) at the point of reporting.

5 REVIEW AND TIMEFRAME

- 5.1 The Advisory Committee will be required to review the Terms of Reference annually. The Advisory Committee will be in place for up to April 2021 with a view to extending.

6 MEETINGS AND MINUTES

- 6.1 The Advisory Committee will meet fortnightly (or such other period as may be necessary to ensure agreed timescales are achieved). The Agenda and Minutes will be generated and circulated by an officer of the Transformation Programme. Non-members can attend meetings at the request of the Advisory Committee or to deputise in a member's absence. Sharing of information will be via email, Board Pad and SharePoint.