

Terms of Reference - Yorkshire & Humber Digital Care Board

Authority	South Yorkshire and Bassetlaw Integrated Care Systems, Humber Coast and Vale Sustainability and Transformation Partnership and West Yorkshire and Harrogate Integrated Care Systems have delegated authority and responsibility for this Board to deliver the digital transformation Yorkshire & Humber.														
Role / Purpose	This Board is responsible for shared ownership, strategy and direction of digital transformation in Yorkshire & Humber.														
Duties	<ul style="list-style-type: none"> • Own the Yorkshire & Humber Digital Roadmap and to ensure the roadmap is aligned to the ICSs/STP agreed priorities. • Provide shared ownership and governance for Yorkshire & Humber Digital Transformation • Manage potential differing strategies and transformation priorities. • Clear leadership and commitment in the delivery of Digital Transformation • To ensure Calicott principles are applied for everything we do 														
Membership	<p>The Delivery Board will have a core membership of:</p> <table border="1" data-bbox="331 808 1369 2029"> <thead> <tr> <th data-bbox="331 808 596 853">Name</th> <th data-bbox="596 808 879 853">Programme Title</th> <th data-bbox="879 808 1369 853">Delivery Board Role</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 853 596 1317">Rob Webster</td> <td data-bbox="596 853 879 1317">Chair and lead CEO for WYH ICS</td> <td data-bbox="879 853 1369 1317"> <p>Chair of the YH Digital Care Board. Visible owner of the overall business change, accountable for successful delivery of the YH and is recognised throughout the Yorkshire & Humber.</p> <p>The WYH ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p> </td> </tr> <tr> <td data-bbox="331 1317 596 1675">Sir Andrew Cash</td> <td data-bbox="596 1317 879 1675">Lead CEO for SYB ICS</td> <td data-bbox="879 1317 1369 1675"> <p>The SYB ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p> <p>They will also be the deputy chair for the YHDCB.</p> </td> </tr> <tr> <td data-bbox="331 1675 596 2029">Andrew Burnell</td> <td data-bbox="596 1675 879 2029">Lead CEO for HCV STP</td> <td data-bbox="879 1675 1369 2029"> <p>The HCV ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p> <p>They will also be the deputy chair for the YHDCB.</p> </td> </tr> </tbody> </table>			Name	Programme Title	Delivery Board Role	Rob Webster	Chair and lead CEO for WYH ICS	<p>Chair of the YH Digital Care Board. Visible owner of the overall business change, accountable for successful delivery of the YH and is recognised throughout the Yorkshire & Humber.</p> <p>The WYH ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p>	Sir Andrew Cash	Lead CEO for SYB ICS	<p>The SYB ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p> <p>They will also be the deputy chair for the YHDCB.</p>	Andrew Burnell	Lead CEO for HCV STP	<p>The HCV ICS Chair and lead CEO is a key link between the YH Digital Roadmap and their regions overall transformation plans. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.</p> <p>They will also be the deputy chair for the YHDCB.</p>
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	Tom Riordan John Mothersole Richard Flinton Kirsten England Caroline Lacey	Local Government CEOs	A maximum of 3 Local Government CEOs attend any meeting. The Local Government CEOs's are a key link between the YH Digital Roadmap and Local Government. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.
	Andrew Lee Tracey Craggs Michele Moran Des Breen WYH TBD	Lead CEOs of the three provider organisations	Provides the provider leadership for the for the YH Digital Roadmap. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.
	Richard Stubbs	Yorkshire & Humber AHSN	Provision of support and resources from the YH AHSN for the delivery of capabilities for the YH.
	Richard Cullen WYH TBD	Chairs and lead CEOs for the three Commissioner organisations	Provides the commissioner leadership for the for the YH Digital Roadmap. They provide support, resources in the delivery of capability and the realisation of benefits of the YH Digital Roadmap.
	John Byrne	Senior Responsible Owner for YHCR	Accountable for successful delivery of the YHCR.
	Nicola Haywood-Alexander	Chair YH HSCN	Accountable for successful delivery of the YH HSCN
	Chris Long	HCV Digital Executive Lead	Accountable for successful delivery of the HCV Local Digital Road Maps
	Nicola Haywood-Alexander	Digital Lead for SYB ICS	Accountable for successful delivery of the SYB Local Digital Road Maps
	Cindy Fedell	Digital Lead for WYH ICS	Accountable for successful delivery of the WYH Local Digital Road Maps
	Dr Julian Mark	Urgent and Emergency Care Lead - Clinical	Provides the clinical Leadership for Urgent and Emergency Care for YH
	Dr Paul Rice	NHS England Regional Representative	Provides assurance to NHS England regional team concerning the delivery of the YH Digital Roadmap
<p>The Senior Responsible Owner is responsible for establishing the board and its membership.</p> <p>The ISC, STP and Local Government members are nominated by the appropriate boards . The SRO confirms the membership to the Delivery Board.</p> <p>The core members have a vote on any decisions required by the delivery board. Other attendees can be invited to the YHDCB. Other attendees do not have a vote on any decisions required by the</p>			

	<p>delivery board.</p> <p>An attendance record will be submitted and maintained.</p>
Quorum	<p>The quorum necessary for the transaction of business shall be four members which must include:</p> <ul style="list-style-type: none"> - Senior Responsible Owner or Deputy Chair - One representative from each of the STP and ISCs regions. - One Local Government representative <p>In the absence of a duly convened meeting, the meeting may still take place, but with all decisions pending the next quorate meeting.</p> <p>When required other attendees can be invited for a specific reason. Other attendees need to be confirmed by the Senior Responsible Owner one week before a meeting.</p> <p>Other attendees will be noted and any time slots identified on the agenda for the next meeting.</p>
Chair	The Board shall be chaired by the SRO or deputy chair
Frequency	Meetings will take place on a quarterly basis any additional meetings will be held on an exceptional basis at the request of the chair.
Agenda and Papers	<p>Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the board and any other person required to attend no later than 5 working days before the date of the meeting.</p> <p>Each ICS or STP Digital Lead will provide an exception report on each Digital Roadmap.</p> <p>The progress in development and implementing YH Digital Roadmap will be presented at each meeting.</p> <p>Supporting papers shall be sent to Board members and to other attendees as appropriate, at the same time.</p>
Minutes and Reporting	The YH Digital Care Team will be responsible for meeting arrangements, circulation of all documentation and minute taking.
Monitoring and Review	Yorkshire and the Humber Digital Care Board report to the Executive Boards for the South Yorkshire and Bassetlaw Integrated Care Systems, Humber Coast and Vale Sustainability and Transformation Partnership and West Yorkshire and Harrogate Integrated Care Systems.
Reporting to	The Board will receive report from the Programme Boards. The overall governance is shown in the diagram below;

	<p>Single Yorkshire and Humber Digital Care Board . Health and Local Government leaders across the region, YHAHSN and the programme SROs. Key role :</p> <ul style="list-style-type: none"> • Hold the team and localities to account for delivery. • Oversee development and delivery of Y&H Digital Roadmap. • Ensure congruence of direction in terms of strategic direction and prioritisation <p>Regional programmes set by the YH Digital Care Board. Each programme has clear governance, delivery capability and benefits focus.</p> <p>YHCR Programme includes the Delivery Board, Four delivery themes, Technical and Clinical Design Authority, Programme Support and the Programme Director.</p> <p>There are 4 primary programme streams as shown to the right.</p> <p>Each will have a lead Programme Manager and Change Agent.</p> <p>Yorkshire and Humber Care Record Team will deliver the shared capabilities and work with localities who will deploy. Benefits, Engagement, IG, Technical and Clinical Design Authority teams will directly support. Additional resource flex as appropriate during the implementation of the YHCR programme.</p>
<p>Approval Date</p>	<p>21-09-2018</p>
<p>Review Date</p>	<p>Dec 2019</p>