

East Sussex Health and Social Care Executive Group Terms of Reference

1. Purpose

The overall purpose of the East Sussex Health and Social Care Executive Group is to deliver the recovery, stabilisation and sustainability of our health and care system, and agree and oversee our local programmes of transformation that will support this. This includes identifying and resolving system, process and capacity issues affecting patient/client flow, with the aim of delivering high quality, effective care for the population covered by East Sussex.

In order to support financial recovery, stabilisation and the future sustainability of our health and care system, through a partnership approach the Health and Social Care Executive Group will have the following key roles:

1. Steering the programme of work set out in the 3+2 financial recovery plan and other cross system projects (including the interdependency with social care);
2. Agreeing and overseeing delivery of priority programmes of transformation in three core areas of urgent care, community services, and planned care;
3. Collectively tackling the issues and challenges we face as a system, including work prioritisation and the allocation or reallocation of resources, and;
4. Assuring the delivery of our KPIs and break through metrics in the context of the wider integrated Outcomes Framework.

In the context of our strong history of partnership working, including recently agreed changes to the role of the Health and Wellbeing Board, the focus on East Sussex as the strategic unit of planning and the return to having a single county-wide transformation programme for health and care, the East Sussex Health and Social Care Executive Group brings together the senior executives from all of the statutory commissioning organisations and provider Trusts in East Sussex, to hold them organisationally and collectively accountable to the Health and Wellbeing Board for the delivery of agreed actions and priority programmes of change.

2. Responsibilities

The East Sussex Health and Social Care Executive Group will:

- Oversee the performance of our system in relation to delivering financial recovery and key system strategy, efficiency and quality indicators, including monitoring agreed critical indicators, and the link between activity and flows resulting in benefits realisation, supported by the system PMO;
- Oversee delivery of strategic programmes of service change and transformation to ensure a shift to prevention and proactive care in community-based settings in line with priorities and objectives;
- Ensure that all transformation plans and programmes of work reflect the health and social care needs of the whole population of East Sussex, and appropriately take into account patient pathways and financial flows outside of the East Sussex system;

- Drive the development of clinical strategies and quality frameworks for the continued development and transformation of services;
- Oversee the development of integrated care pathways to reduce variation and increase standardisation in line with evidence-based best practice;
- Enable an active role for General Practice and accountability in all arrangements as key delivery partners;
- Empower front line managers across the health and social care system to deliver performance improvement and issue resolution through the removal or reconfiguration of organisational and process barriers and obstacles;
- Identify and resolve any immediate and underlying system, process and capacity issues that negatively impact on the timely flow of patients through all elements of the health and social care system;
- Use and allocate the available collective resources to flexibly deliver integrated locality based services at the lowest level of effective care;
- Support further strategic planning activity to develop the appropriate future Integrated Care System and Partnership for East Sussex. This includes testing through learning the balance of services that might be directly provided within a future model, and how the remaining services will be commissioned, and over which geographical footprints this makes sense.

3. Membership

The Joint System Senior Responsible Officers (SROs) will each chair the meetings on their collective behalf for a six month period on a rotating basis. The proposed membership of the East Sussex Health and Social Care Executive Group is as follows:

Representative	Organisation
Dr Adrian Bull	Chief Executive, ESHT and Joint System Senior Responsible Officer (SRO)/Chair
Adam Doyle	Chief Executive Officer, Sussex and East Surrey (SES) CCGs and Joint System SRO/Chair
Keith Hinkley	Director of Adult Social Care and Health, ESCC and Joint System SRO/Chair
Niki Cartwright	Interim Director of Commissioning EHS CCG and HR CCG and SRO for the Planned Care workstream
Joe Chadwick-Bell	Chief Operating Officer, ESHT and SRO for the Urgent Care workstream
Mark Stainton	Assistant Director (Operations) Adult Social Care, ESCC and SRO for the Integrated Community Health and Care Services workstream
David Cryer	Strategic Finance Director, SES CCGs
Dr Stephen Dickson	Director, South Downs Health and Care Limited, GP Federation collective representative of East Sussex GP Federations (pending the development of Primary Care Networks)
Jonathan Reid	Chief Finance Officer, ESHT
Dr Elizabeth Gill	Chair, HWLH CCG and Clinical Commissioning collective representative for the East Sussex CCGs
Catherine Ashton	Director of Strategy Improvement and Innovation, ESHT
Jessica Britton	Managing Director, EHS CCG and HR CCG
Simone Button	Chief Operating Officer, Sussex Partnership NHS Foundation Trust

Wendy Carberry	Managing Director South, CSESCA
Vikki Carruth/Mandy Catchpole (alternate representatives)	Director of Nursing, ESHT/Head of Nursing and Quality EHS and HR CCGs
Siobhan Melia	Chief Executive, Sussex Community NHS Foundation Trust
Dr David Walker	Medical Director and Consultant Cardiologist, ESHT
Lesley Walton	Portfolio Lead – System PMO
<i>tbc</i>	System Transformation Programme Director

Other members can be co-opted as required.

4. **Governance Structure**

The East Sussex Health and Social Care Executive Group will adopt the attached governance structure to deliver its responsibilities.

Members of the East Sussex Health and Social Care Executive Group will each be accountable to their individual organisational governance structures and collectively to the Health and Wellbeing Board.

5. **Meeting proceedings**

East Sussex Health and Social Care Executive Group members will commit to ensuring their attendance at meetings, or to nominate a deputy as appropriate, in order to ensure collective and timely action. In instances where members may have been unable to attend meetings the Executive Group will ensure discussion takes place outside of the meeting in order to progress shared goals.

6. **Attendance**

The East Sussex Health and Social Care Executive Group may invite other senior managers as required from the constituent organisations and services to support the work of the Executive Group.

7. **Administration**

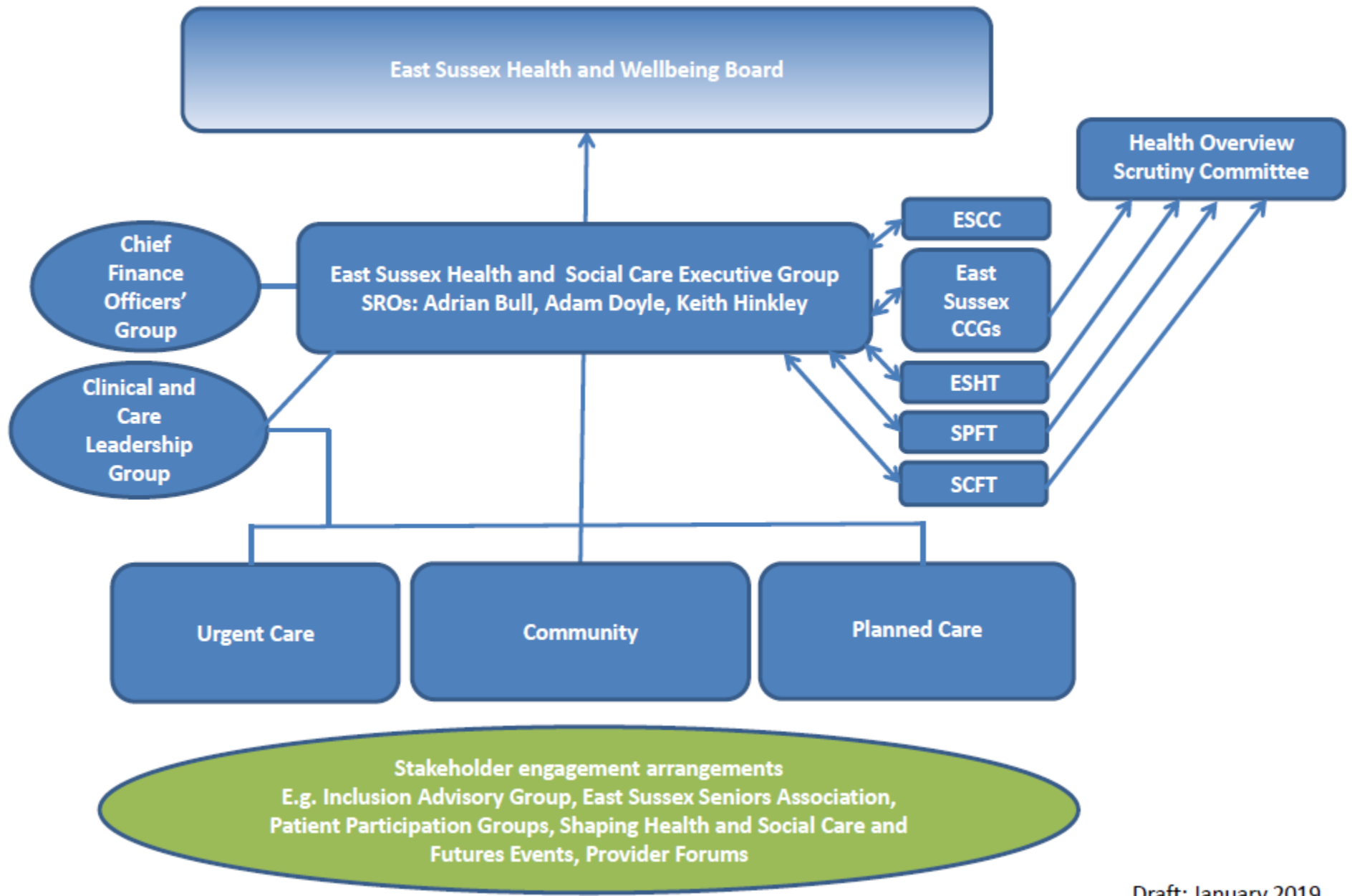
It has been agreed that Andy Lane (the CCGs' Governance & Corporate Services Officer) will provide administrative support for the ongoing meetings of the East Sussex Health and Social Care Executive Group.

8. **Frequency**

The East Sussex Health and Social Care Executive Group will meet at least once a month and not less than eight times a year.

Author(s)	A Bull / V Smith
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Executive Group review due	September 2019
Version	3.0 (incorporating comments and amendments made as a result of discussions at the Executive Group meetings on 6/12/18, 16/01/19 and 29 March 2018)

DRAFT proposed East Sussex Health and Social Care System Governance



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