# CCDHB Integrated Care Collaborative Alliance Leadership Team

## Programme Board Terms of Reference

**November 2019**

## 1. Purpose

The purpose of the Integrated Care Collaborative (ICC) Programme Board is to provide a support function to the ICC Alliance Leadership Team (ALT) in driving the ICC programme forward and deliver the intended outcomes and benefits. The Programme Board will be a reference group for the overall ICC ALT that will continue to provide overall leadership for the alliance.

## 2. Functions

The ICC Programme Board is responsible for:

- Supporting the ALT Sponsor to provide leadership and direction for the ICC Programme of work
- Progressing processes to embed the vision of the ICC ALT
- Ensuring the ongoing alignment of the programme with the overall alignment of the DHB
- Ensure that the programme delivers within its agreed boundaries
- Resolving strategic and directional issues within the programme
- Monitoring key strategic risks for the programme
- Facilitate and participate in ALT's annual strategic planning process;
- Ensure that the programme provides a focus on inequity and supports the principles of the Treaty of Waitangi.

## 3. Membership

The Board membership represents the key partners of the CCDHB Alliance.

Chief Executive, CCDHB & HVDHB. ICC Sponsor

ICC ALT Chair, Tū Ora Compass PHO

ICC ALT Deputy Chair, Cosine PHO

Chief Medical Officer, CCDHB

Chief Nursing Officer, CCDHB

Chief Allied Health Officer, CCDHB

Director, Provider Services, CCDHB & HVDHB/Executive Director MCC, CCDHB

Chief Executive, Tū Ora Compass PHO

Chief Executive, Ora Toa PHO

Clinical Leader, Ora Toa PHO

Director. Strategy, Innovation and Performance, CCDHB

Primary Care Advisor. Strategy, Innovation and Performance, CCDHB.

Clinical Director, Strategy, Innovation and Performance. CCDHB

Chief Digital Officer, CCDHB

Clinical Director, Innovation. CCDHB

ICC ALT Programme Manager, Strategy, Innovation and Performance will be in attendance for the meetings.

## 4. Conflict of Interest

Each member is expected to fully disclose any conflict of interest that they are aware of or may have in respect of any matter touching or concerning the Alliance. Board members, in their role on the ALT will have completed a Interest Register, which will remain on the agenda for the Board and ALT.

## 5. Process

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| Meetings | Bi-Monthly |
| Quorum | Six Members (or majority) |
| Agendas | The Chair and Programme Manager are responsible for finalising the agenda |
| Minutes | Taken by Programme Co-ordinator |
| Reporting | Key messages and actions will be provided to the ICC ALT by the Chair and minutes submitted to the ALT. |
| Review | These terms of reference will be reviewed annually |