



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 equity and supports the principles of the Treaty of Waitangi.

3. Membership

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

CEO, ICC Sponsor, Capital Coast & Hutt Valley DHB
COO, CCDHB
ICC ALT Chair, Tū Ora Compass PHO
ICC ALT Deputy Chair, Cosine PHO
Chief Medical Officer, CCDHB
Clinical Director, CCDHB
Director of Nursing, CCDHB
Tū Ora Compass PHO
Ora Toa PHO
Director, Strategy, Innovation and Performance, CCDHB
Medical Leadership, CCDHB
Chief Digital Officer, 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

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