

Pathfinder Programme Board: Terms of reference

South London Pathfinder Programme Board

Overall function:

- Ensuring delivery of the South London Pathfinder Programme
- Aligning decision making and reporting, for the South London Pathfinder Programme, ensuring that milestones are articulated and met
- Aligning governance and decision making for the South London Pathfinder Programme with business-as-usual processes
- Operating across the South London Office for Specialised Services, three ICBs, two regions, one regional team, the national team

Membership

CHAIR: Led by Lucie Waters, South London Pathfinder SRO

MEMBERSHIP:

- Contracting Lead – South East London ICB, South West London ICB
- BI Lead – South London Pathfinder programme
- Finance Lead – South East London ICB, South West London ICB
- NHS England national regional lead Specialised Commissioning (London)
- NHS England South East Region Representative
- NHS England national representative specialised commissioning
- Deputy SRO – South London Pathfinder Programme
- Finance Lead - NHS England national regional lead Specialised Commissioning (London)
- Contracting Lead - NHS England national regional lead Specialised Commissioning (London)

IN ATTENDANCE:

- Programme Advisor / Critical friend – NHS North Central London ICB
- Jen Gospel, Programme Manager – South London Pathfinder Programme

MEETING FORMAT

- Monthly 90 minute meetings to be held
- Supported by the South London Pathfinder Programme, programme manager
- Papers to distributed no later than two working days prior to meeting
- Additional meetings may be held on an extraordinary basis when required.
- Additional agreement by correspondence can be made in between meetings by the core members of the group.
- An action point summary will be produced following the meeting
- In the event a member is unable to attend a deputy will attend in their place

Function (22/23 & 23/24)

The South London Pathfinder Programme Board will be responsible for:

- Agreeing priorities and monitor progress against a programme of work to successfully deliver the South London Pathfinder Programme to milestones and a log of current and future actions
- Receive monthly highlight reports from associated workstreams to monitor progress against project plan
- Reviewing and scrutinising progress and programme delivery against the agreed strategic objectives and the outputs of the associated workstreams (including outcomes measures determined under each programme area)
- Planning and resource for the South London Pathfinder programme
- Identify, report, monitor and escalate risks and issues
- Confirming and communicating the programme vision
- Management of internal and external stakeholders with comprehensive communications/update programme
- Development of an evaluation framework and reporting against framework
- Development of lessons learned document to inform 24/25 planning
- A programme of work that has effectively tested national processes and products for delegation of specialised services and developed a revised set for implementation in 24/25 (the 'playbook')

KEY INTERFACES

- SEL ICB
- SWL ICB
- South London tertiary providers
- NHS England London Region (specialised commissioning)
- NHS England South East Region (specialised commissioning)
- NHS England national (specialised commissioning)
- Other London ICBs
- Surrey Heartlands ICB
- London providers, other NHSE regions, Surrey Heartlands providers, Kent and Medway ICB, Sussex IC