

## Cardiff and Vale University Health Board

### UHW2 Working Group

#### Terms of Reference

#### 1. Purpose

- 1.1. The UHW2 Working Group has been set up in order to bring together the internal and external stakeholders directly involved in day-to-day delivery of the UHW2 programme and development of the UHW2 Programme Business Case (PBC) and constituent project business cases..

#### 2. Duties and responsibilities

- 2.1. The UHW2 Working Group will act as an operational working group to consider, discuss and resolve day-to-day tasks and issues related to the UHW2 PBC and constituent project business cases by:
- Act as the facilitator of all day-to-day actions and activity required in order to produce the PBC and ensure its approval by Welsh Government, including:
    - (a) Information gathering – both internally and from external parties involved in the process
    - (b) Acting as the key interface in all day-to-day interactions with internal and external stakeholders
    - (c) Facilitating sharing of data, connections, networks, lessons learnt and best practice amongst all parties involved in the programme
  - Providing opportunities for the workstream leads and key programme stakeholders to collaborate and input into each other's workstreams to ensure these remain joined up
  - Identifying key areas of planning, change or variation requiring engagement with the Programme Board or the UHB Board, and which may impact on programme delivery
  - Monitor compliance with the programme plan and key milestones on a weekly basis
  - Have day-to-day responsibility for maintaining, reviewing and amending programme risk register

#### 3. Composition

- 3.1. The Working Group will comprise:

- Programme Director for UHW2 (Chair)
- Programme Director for Clinical Services (Vice-Chair)
- Assistant Director of Finance
- Assistant Medical Director
- Deputy Director for Therapies and Health Science
- Director of Digital Transformation
- Assistant Director for Organisational Development
- A representative from Grant Thornton UK LLP, strategic advisor consortium lead to the UHB

- 3.2. Attendees as requested:

- A representative from Archus Limited, member of strategic advice consortium to the UHB
- A representative from Academic Health Solutions Limited, member of strategic advice consortium to the UHB
- A representative from Bevan Brittan LLP, member of strategic advice consortium to the UHB
- A representative from Jones Lang Lasalle Limited, member of strategic advice consortium to the UHB

- A representative from Channel 3 Consulting Limited, member of strategic advice consortium to the UHB

3.3. The Working Group will be chaired by the Programme Director for UHW2. In their absence, the Programme Director for Clinical Services will act as the Vice-Chair.

#### **4. Authority**

4.1. The Group is authorised by the UHW2 Programme Board to carry out any activity within its terms of reference.

#### **5. Reporting responsibilities**

5.1. The Working Group is directly accountable to the UHW2 Programme Board.

5.2. The Chair of the Working Group will report to the UHW2 Programme Board as required.

#### **6. Decisions and disputes**

6.1. Decisions will normally be reached by consensus. In the event of a disagreement, a member vote will be taken. In the event of a tie, the Chair will have the casting vote.

6.2. In the event of further disagreement, decisions will be referred to the UHW2 Programme Board.

#### **7. Review**

7.1. These Terms of Reference will be reviewed annually by the Working Group with reference to the Programme Board.