

SOUTH WARWICKSHIRE PLACE PROGRAMME DELIVERY GROUP

TERMS OF REFERENCE

Responsibilities	<p>The Programme Delivery Group (PDG) will:</p> <ul style="list-style-type: none"> • Oversee the delivery of the Place Plan programme against agreed milestones and outcomes including recognising interdependencies, resolving roadblocks, and aligning decisions required from and escalations into the Place Partnership Board • Set the agenda for the Place Partnership Board • Maximise funding opportunities to invest into projects that align with Place ambitions
Remit	<p>The PDG's role will:</p> <ul style="list-style-type: none"> • Focus on overseeing the delivery of projects that contribute to the South Warwickshire Place ambitions or maturity of place
Accountability Arrangements	<p>This PDG is accountable to the Place Partnership Board</p>
Membership / Attendance	<p>The Membership of the PDG will comprise:</p> <ul style="list-style-type: none"> - Director of Development at South Warwickshire NHS Foundation Trust - Place Planning and Development Programme Manager at South Warwickshire NHS Foundation Trust - Senior Executive Officer from each Population Health Delivery Group - Public Health representative - VCS representative - DC representative <p>Other officers, including nominated deputies and project leads, will be co-opted as and when appropriate.</p>
Chair	<p>The PDG will be co-chaired by the Director of Development at South Warwickshire NHS Foundation Trust and the Associate Director of Public Health, Warwickshire County Council & South Warwickshire CCG</p>
Quorum	<p>One third of the membership including members from three separate organisations.</p>
Reporting Arrangements	<p>Monthly report to the Place Partnership Board</p>
Frequency of Meeting	<p>Meetings will usually be held monthly, with more frequent meetings held as required.</p>
Date Approved	<p>TBC</p>
Date Review	<p>To be reviewed and revised 6 months from the approval date.</p>

Version Control

Version	Changes made	Author(s)
1	First version	Sam Eaton
2	Second version	Sam Eaton
2.1	Amendments made in line with revised governance – circulated for feedback	Jennie Bannon
2.2	Comments incorporated	Jennie Bannon
2.3	Co-chair added	Jennie Bannon