

# Terms of Reference

## Jersey Care Model Independent Oversight Board

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### TITLE OF THE BOARD

The Jersey Care Model (JCM) Independent Oversight Board (henceforth called the “Board”)

### ROLE OF THE BOARD

The Board is an independent, non-executive board, that will keep the delivery of the Jersey Care Model under continuous review.

The Board reports to the Minister for Health and Social Services and (“the Minister”) and the Health and Social Security Scrutiny Panel (“the Panel”) on its findings and recommendations. It shall also provide advice on good programme management practice to the JCM Programme Team, therefore contributing to a continuous improvement and learning culture.

- a. The Board is responsible for keeping under continuous review, the delivery of the JCM and for reporting monthly to the Minister and the Panel on the quality and robustness of the following:
  - i. delivery plan
  - ii. risk management

- iii. resource management (people and finances)
- iv. communication and engagement plan
- v. programme management reports
- b. The Board is responsible for agreeing the format of
  - i. monthly progress reports;
  - ii. a publication at the end of Tranche 1 of a detailed analysis of progress against set targets
  - iii. a detailed look ahead to the delivery of Tranche 2

The Minister will retain the legal and political responsibility for all acts and omissions of the Health and Community Services Department.

The Panel has no financial fund allocation authority and cannot commit the Minister to expenditure, commit the Minister to consider individual decisions, or commit the Minister to change or recommend change to any aspects of policy.

## ACCOUNTABILITY

The Board is:

- a. accountable to the Minister;
- b. reports to the Minister on delivery progress and programme management rigour to support the Minister to hold the Accountable Officer and their management team for Health and Community Services to account for the efficient and effective delivery of the Jersey Care Model;
- c. reports to the Panel on delivery progress and programme management rigour to support the Scrutiny Panel and States Assembly [to hold the Minister to account for the efficient and effective delivery of the Jersey Care Model];
- d. works with the Accountable Officer for HCS (Director General of Health and Community Services) on issue resolution, recommendations for improvement and any clarifications prior to any reporting or escalation to the Minister and the Panel.

## MEMBERSHIP

The Board shall comprise of non-executive directors, including one acting as chair. The Chair of the Board, and members will be recruited and appointed by the Jersey Appointments Commission.

The Board members shall be remunerated.

## SUB-BOARDS / COMMITTEES

Not Applicable

## HOW THE BOARD WORKS

The Board will meet in private to allow free and frank debate.

The Boards' agendas and reports will be provided in confidence to the Minister, the Panel and the HCS Accountable Officer.

The Board will work with the Accountable Officer for HCS (Director General of Health and Community Services) on issue resolution, recommendations for improvement and any clarifications prior to any reporting or escalation to the Minister and the Panel.

It is important that the Board members provide constructive feedback to the programme team with the aim to support improvement and delivery progress.

The Chair of the Board can request officers and/or the Chairs of the JCM advisory groups and/or the Jersey Health and Care Partnership Group to attend the meeting to provide relevant information.

All Board meetings will be virtual via Microsoft Teams and arranged by the Board Secretary.

The Board Secretary will make and retain records of the meeting. After review, reports will be published quarterly in arrears, subject to reasonable confidentiality and commercial content redaction.

Board members will adhere to the five core values of the Jersey Government:

- We are respectful
- We are better together
- We are always improving
- We are customer focused
- We deliver

## CHAIR OF THE BOARD

The Chair of the Board will be appointed by the Jersey Appointments Commission.

## TERM OF OFFICE

The term of office for the Chair and for board members covers the period of the JCM programme (until the end of 2024).

## QUORUM

The Board should have all members present to be quorate including the Chair.

## DECLARATIONS OF INTEREST

Declarations of Interest must be made during the application process. The register shall be reviewed and updated at every meeting. The Jersey Appointments Commission will decide whether any conflict of interest is not amenable to being a Board member and may remove members from the Board during their term if this becomes the case.

## FREQUENCY

Meetings will be monthly.

## AGENDA AND PAPERS

Agenda and papers shall be circulated two working days before the meeting by the Board Secretary.

## NOTES OF MEETINGS

The Board Secretary will make and retain records of the meeting.

The Board's monthly report to the Minister and the Social Security Scrutiny Panel shall be approved and circulated by the Chair at least two days in advance of the meeting.

After review, reports will be published quarterly in arrears, subject to reasonable confidentiality and commercial content redaction.

#### HOSTING / SECRETARIAT ARRANGEMENTS

The JCM programme team will provide a Board Secretary to arrange virtual meetings, to collate and circulate papers, minute meetings and monitor progress against agreed actions.

#### DATE OF NEXT REVIEW

The Terms of Reference shall be reviewed annually.

#### APPROVAL AND REVIEW DATES

Approved – 8 March HCS Board

Next Review – March 2022