

**LEICESTER, LEICESTERSHIRE AND RUTLAND BETTER CARE TOGETHER
PROGRAMME**

Sustainability and Transformation Plan Task and Finish Group

Draft Terms of Reference

Purpose

The Sustainability and Transformation Plan Task and Finish Group is a time limited group to oversee the Leicester, Leicestershire and Rutland development of the Sustainability and Transformation Plan by 30th June 2016.

Responsibilities of members

The responsibilities of the members of the group are:

- Act as a lead for their organisation in the development of the STP.
- Ensure that all the relevant information from their organisation is available to support the development of the STP.
- Where required gain approval from their organisation for the developing proposals.
- To participate in the development of the STP
- Be able to give the necessary time to support the development of the STP.

Authority

The Task and Finish Group will report directly the Leicester, Leicestershire and Rutland Chief Officers Group. Any formal approvals will be sought through individual governance arrangements.

Membership

The membership of the STP is:

Organisation	Member	Position
	To be confirmed	Senior Responsible Officer; Chair
Leicester City CCG	Sarah Prema	Director Strategy & Implementation; STP Lead
West Leicestershire CCG	Sam Kirton	Planning Manager
East Leicestershire & Rutland CCG	Jane Chapman	Chief Strategy and Planning Officer
Leicestershire Partnership Trust	David Bell	Associate Director Strategic Planning
University Hospitals Leicester	Gino Distefano	Head of Strategic Development
EMAS	Will Legge	Director of Strategy

Specialised Commissioning	Christine Richardson	Assistant Director of Specialised Commissioning - East Midlands (Strategic Change)
Leicester City Council	Ruth Lake	Director Adult Social Care and Safeguarding
	Ruth Tennant	Director Public Health
Leicestershire County Council	Cheryl Davenport	Director of Public Health
	Mike Sandys	
Rutland County Council	To be confirmed	
Better Care Together	Mary Barber	Programme Director
On behalf of LLR CFOs	Spencer Gay	Chief Finance Officer
Better Care Together Workforce	Louise Tibbert	Workforce Lead

Quorum

The Senior Responsible Officer or the STP Lead plus three other members.

Reporting arrangements

Reports will be provided to the Leicester, Leicestershire and Rutland Chief Officers Group on a monthly basis.

Administration

Secretarial support will be provided by the Better Care Together Team.

Frequency

Meetings shall be held fortnightly.

Date approved: March 2016