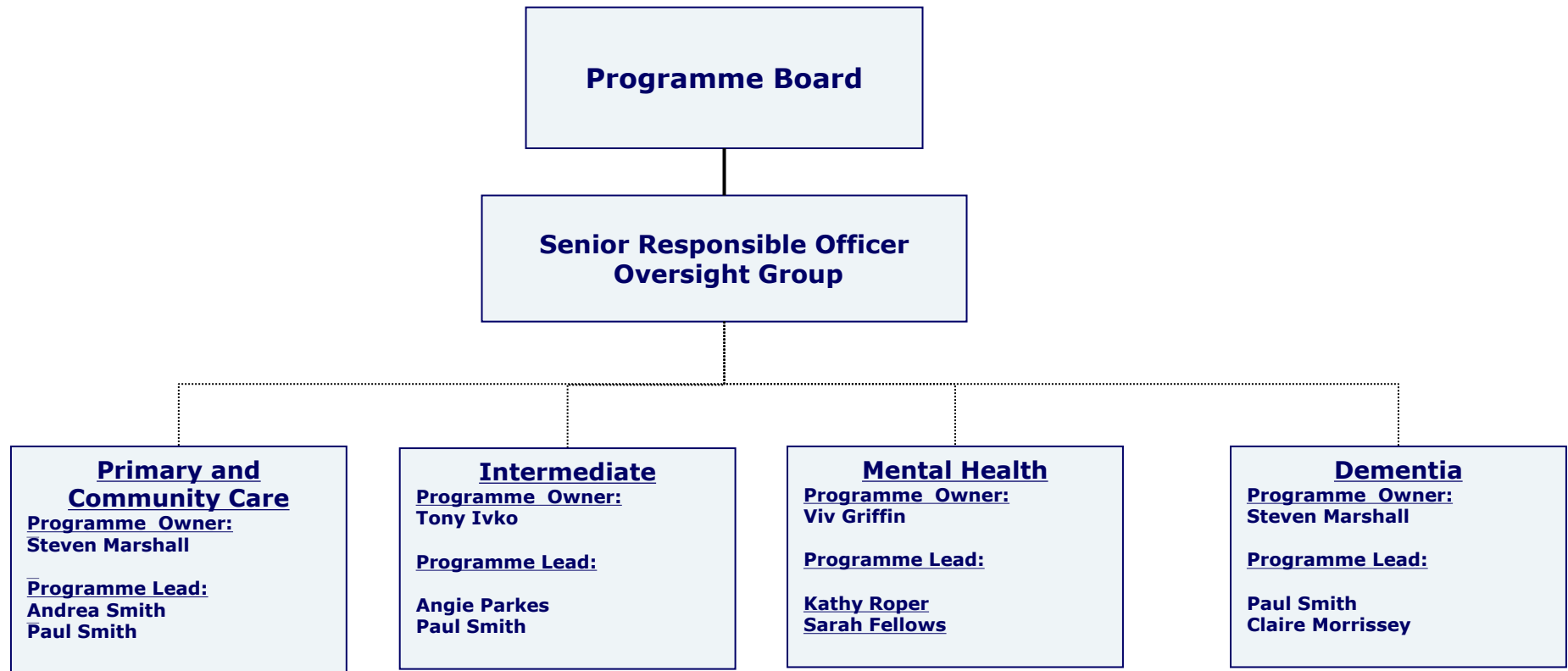


# **Better Care Fund Wolverhampton Programme Structure**

# Wolverhampton BCF Programme Governance Structure

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**Programme Owner accountable** for Senior Leadership, Solutions and Delivery – Programme oversight and link to Programme Board

**Programme leads responsible** for Implementation plan delivery, exception reporting, risk management, escalation, individual programme management and delivery team leadership

# Wolverhampton BCF Programme Governance Meetings – Mini Flow



Programme meetings	Freq	Purpose	Who to attend
Programme Board	Monthly	Exception report receipt , Performance against Plan, Actual, Escalation, Resolution, Accountability, Governance, Risk  * Denotes associate members	Ros Jervis Maxine Espley    Helen Hibbs Gwen Nuttall John Campbell Linda Sanders Claire Skidmore Alison Shannon *Steven Marshall *Viv Griffin *Tony Ivko
Senior Responsible Officer Oversight Group	Bi monthly – Call and face to face	Solutions and Delivery	Steven Marshall Viv Griffin Tony Ivko
PMO	Weekly	Programme discipline, aggregated information, exception reporting and risk escalation to SROs	TBC
Programme delivery groups	Weekly	Implementation plan delivery, exception reporting, risk management, escalation, individual programme management and delivery team leadership	Delivery teams

# Wolverhampton BCF Programme leads and team members

Programme SRO	Programme name	Programme lead	Programme team member(s) RWT	Programme team member(s) BCPFT	Programme team member (s) Social Care (Operations)	Programme team Member (s) Infrastructure
Steven Marshall	Primary & Community	Andrea Smith Paul Smith	Resham Khun Khun Zena Young	Mal Anderson	David Raybould Angela Coxhead	Darren Pandaal Alison Shannon Helena Kucharzyck
Steven Marshall	Dementia	Paul Smith Claire Morrissey		Paul Gibara Mal Anderson Jay Visnawathan	Santosh Kumari	Darren Pandaal Lesley Sawrey Helena Kucharzyck
Tony Ivko	Intermediate	Angie Parkes Paul Smith	Wendy Worth Zena Young	Marcelle Rollings	Tracey Chappell	Darren Pandaal Alison Shannon Helena Kucharzyck
Viv Griffin	Mental Health	Sarah Fellows Kathy Roper	Jane McKiernan	Wendy Aston + Operational manager + Psychiatrist	Adrian Pugh	Darren Pandaal Lesley Sawrey Joanne Treacy Helena Kucharzyck

## Role of Programme Leads:

### The Programme Lead will:

- Develop the associated Gantt and schedule for the delivery of the relative Programme recognising key external, programme and Programme milestones
- Run each Programme and the associated teams as a project to ensure delivery to milestones and quality
- Set up the cascaded reporting to provide assurance with regard to development and delivery
- Run Programme escalations and issue process to ensure Programme delivery

# Terms of Reference: SRO Oversight Group

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**TIME:** 4.15pm  
**FREQUENCY:** Fortnightly  
**DURATION:** 45mins - 1 hour  
**LOCATION:** Civic Centre  
**MEDIUM:** Face to Face/Telecon alternately

**Attendees:**

Senior Responsible Officers

**Purpose**

- Real time programme implementation assurance and solution negotiation/delivery

**Objectives**

- Lead partnership and collaboration approach
- Reinforce commitment
- Establish programme status
- Decide key points to underpin delivery and implementation associated with the Programme delivery requirements
- Agree any changes to the configuration
- Review and approve any delivery changes
- Receive and review exception reports

**Agenda:**

1. Review previous Action Log
2. Review the overall programme status
3. Review the development needs
4. Review risks/issues/blockers and agree actions to address
5. Agree decisions to deliver the alliance
6. Agree new Action Log

**Inputs:**

- Overall Programme Schedule
- Escalation Log
- Decision Log
- Proposed programme changes
- Action Log
- Weekly programme reports

**Outputs:**

- Decision Log
- New Action Log
- Agreed changes
- Programme Board SROs' highlight report

**Quoracy**

- SROs x 3
- or
- Named representatives

# Terms of Reference: BCF Programme Board

**TIME:** 9.30am  
**FREQUENCY:** 2<sup>nd</sup> Thursday of every month  
**DURATION:** 1.5 hours  
**LOCATION:** Science Park  
**MEDIUM:** Meeting

## **Purpose**

- Ensure the programme is healthy, on track and all risks and issues are resolved.

## **Decisions Quoracy**

- 3 of the 4 organisations represented
- Deputies may be Authorised decision making

## **Objectives**

- To review the overall project status
- Identify programme dependencies and any associated delivery issues
- Identify and escalate risks for provider or commissioner resolution
- Identify and present requirements for decision making
- Within its power, remove any issues or barriers to success
- Cascade any programme direction or decisions executed by the senior nominated officers

## **Inputs:**

- Overall Programme Schedule
- SRO Highlight Programme Report
- Programme Risk and escalation log
- Specific decision requirements
- Action Log

## **Attendees:**

Senior nominated executive officers as per slide 3

**Chair:** The meeting Co Chairs are ;

Helen Hibbs  
Linda Sanders

## **Agenda:**

1. Review previous Action Log
2. Review the overall programme status provided by SROs
3. Review the programme and Programme needs for future development
4. Align the programme with the direction (in the event of there being shifts)
5. Review risks/issues/blockers and agree actions to address
6. Agree new Action Log
7. Agree report for Health and Wellbeing Board

## **Outputs:**

- Consolidated risk and escalation log
- Action Log
- Decision Log

# Wolverhampton BCF Programme Risk & Escalation process

