

Learning from the Macmillan Local Authority Partnership programme

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Annex 2: Terms of reference for the Dundee board

Purpose and role

The Dundee Improving Cancer Journey (DICJ) project board will oversee the direction, development and delivery of the programme, ensuring that the desired outcomes and benefits are achieved. A briefing note for the project is attached.

Responsibilities

The project board will be responsible for:

- overall strategy and direction of the DICJ, including ensuring any changes in the internal and external environment that present opportunities for the project are considered
- ensuring coherent development and delivery of programme plans and service model, authorising any significant changes
- direction of resources within respective organisations required to deliver the organisational and cultural changes
- financial governance of the project
- monitoring and reviewing performance and quality
- project communications and engagement strategy and plans
- risk and issue management, with authority for the day-to-day management of risks and issues being delegated to the project team
- ensuring the sustainability of the programme
- championing and advocating for the project both internally and externally.

Principles of working

- Maintain focus on the strategic goals and objectives, achieving positive impact for all stakeholders.
- Ensure that the programme is based on the best available evidence and good practice.
- Embrace co-production, working alongside people affected by cancer.
- Work collaboratively across the partnership and beyond, building a strong coalition for change.

Ways of working

- The DICJ programme board will meet at least on a quarterly basis. There may be a need for the board to meet more regularly during the early implementation of the project. Agendas for each meeting will be agreed in advance and the agenda and papers for each meeting will be circulated at least five working days before the date of the meeting.

Quorum

- A quorum shall be six members.

Review

- Terms of reference should be reviewed by the programme board on an annual basis.