

SWAG Cancer Alliance Delivery Group Draft Terms of Reference

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1 - Statement of Purpose

The **SWAG Cancer Delivery Group** will provide leadership, direction and co-ordination across the Alliance's work programme, including; ensuring effective balance between priorities / work requirements across the Cancer pathway, that there is suitable attention to cross-pathway priorities, and that the balance of the Alliance's work between supporting performance and transformation is appropriate (and flexing as required). As the Alliance's programme group, it will ensure overall progress against plans, effective co-ordination between design groups, and effective management of risk.

2 - Terms of Reference

1. Shape the Alliance work programme, in consultation with key stakeholders from across the system.
2. Oversee and drive the development of the Alliance's Service Development Fund submission, prior to submission to the Alliance Board.
3. Provide leadership, direction and co-ordination across the Alliance's work programme, including:
 - a. Ensuring links and effective co-ordination between projects undertaken in the Delivery Groups.
 - b. Ensuring effective co-ordination of all Cancer Alliance projects and wider STP projects. (The Managing Director will also link to the STP PMOs for this purpose).
 - c. Ensuring appropriate balance of resource across all elements of the pathway (and so, between design groups), as well as considering cross-cutting priorities.
 - d. Ensuring appropriate balance of resource across improvement projects and performance leadership.
4. Approve any changes to the Alliance's work programme (change control) or escalate approval to the Alliance Board as required.
5. Consider key issues / questions in detail, where these have been escalated through one of the Delivery Groups for steer or decision.

6. Advise on any key issues which should be escalated to the Alliance Board (with recommended resolution).
7. Hold the Alliance Managing Director to account for effective management of the Alliance budget and Alliance team.
8. Ensure effective management of risk throughout the Alliance work programme, including oversight of the programme risk register.

3 - SWAG Delivery Group membership

Membership will consist of:

- Alliance Operational Lead
- Alliance Clinical Director
- Alliance Managing Director
- Patient representative(s)
- STP Cancer Commissioning Leads
- STP Cancer Clinical Leads???
- Chairs of the Working groups
- Provider lead nursing representative
- Provider cancer manager representative
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Others to be decided

- The SWAG Delivery Group will meet **bi-monthly**. Meeting cycles will be coordinated with the Alliance Board. The group may also hold additional, ad-hoc meetings if required.
- Papers will be circulated one week before each meeting date.

4 - Quoracy

- The Delivery Group will be quorate if the Chair and five others (excluding the Alliance Clinical Director and Managing Director) are present. If group members are unable to attend meetings, they should send appropriately briefed and empowered deputies on their behalf.