

# Hull 2020

Making a better future together

## Hull 2020 Programme Estate Collaborative Terms of Reference

Version	Action/Amendment	Author/Editor	Date
v0_1	First draft	Jackie Hadwen/ Nick Howbridge	10-11-2014

# 1 Vision

*“In 2020 we will work together better to enable the people of Hull to improve their own health, resilience, wellbeing and to achieve their aspirations for the future.”*

## 2 Principles of Partnership Working

- Participant organisations will work collaboratively and support each other over the period of transformation
- Participants will do all things reasonably expected of them by the others to give effect to the spirit and intent of the Hull 2020 Programme and will not impede or restrict each other's performance
- Participants will ensure the Hull 2020 strategy is aligned with their own organisations strategies and business development plans
- Participants will be open, transparent and act in good faith to each other
- Participants will be of equal status and standing within the Programme
- Participants will work in the interests of the population of Hull rather than current organisations. All decisions will be made on a 'best for Hull' basis
- Participants will commit their resources appropriately to support a timely delivery of the agreed Programme objectives
- Open, straight and honest communication, understanding and respecting other people's perspectives within the Participants and with all key stakeholders. As far as possible commit to try and resolve all issues within the Participants
- All transactions relating to Hull 2020 are fully open book. The Programme will work with clear responsibility and accountability
- Recognition that this is an iterative Programme

### 3 Purpose

The Hull 2020 Estates Collaborative Group has a critical role supporting all the Work Streams for the Hull 2020 Programme, enabling implementation of initiatives within the Service Development Work Streams and standalone Estates and Facilities initiatives. However, it will initially operate as a sub-group of the Finance and Estates Work Stream which comprises of the Finance Directors form across the partnership. The purpose of the Collaborative is

- Identify all existing partner Estates and Facilities initiatives
- Producing a Hull 2020 Estate Strategy to support the Programme including risk management, identification of opportunities and investment/disinvestment requirements
- Providing assurance to the Finance Work Stream that Service Development Work Stream proposals consider Estate and Facilities implications, including alignment with current infrastructure and systems
- To make recommendations to the Hull 2020 Board, in order to link together Estates issues and implications for other developments taking place across the Programme.
- Validate a baseline assessment of the partner organisations' infrastructure reflecting the organisations' buildings and estate liabilities and plans.
- Create a business case for the implementation of each opportunity as appropriate
- Identify risks and take appropriate action to mitigate those risks; ensure that the Finance Work Stream Group is appropriately briefed on progress, risk and issues
- Provide support and advice to individual Work Streams
- Ensure clear milestones are defined for a twelve month rolling action plan.

In addition the Hull 2020 Estates Collaborative will promote best practice in Estates and Facilities Management by delivering efficiency through working together and:

- Driving down running costs
- Ensuring space utilisation efficiency
- Delivering a sustainable public sector estate in Hull
- Quality
- Strategic dispersals
- Gateway for new pathways

## 4 Advice to the Hull 2020 Finance Work Stream

The Estates Collaborative needs to work in tandem to the Finance Work Stream and will provide a report to it. The Finance and Estates Work Stream will present agreed options, recommendations and advice to the Hull 2020 Programme Board, on standalone Estate initiatives and the Estate aspects of business case proposals made by Work Stream groups within the Programme where these are referred to the collaborative.

## 5 Accountability

The Estates Collaborative will be accountable to the Hull 2020 Finance and Estates Work Stream.

## 6 Commitment

**Chair:** Nick Howbridge -

**Deputy Chair:** tbc-

**Members:**

- Members will demonstrate a commitment to consult a wider network on the work of the group, to attend meetings and complete allocated work within the agreed timescales. If members are unable to attend, they will ensure that they are represented by an individual with the authority to make decisions on the member's behalf. Deputies must have delegated authority.
- Members will draw on their wider network of professionals, within their own organisation and the health, social care and public sector system

**Quorum:** As the Collaborative advises the Finance and Estates Work Stream the issue of quoracy is not critical but it is expected that at least 4 members from separate organisations will be present at each meeting, including the Chair or Deputy Chair

**Meetings:** Scheduled bi-monthly throughout 2014/15 but subject to review by members.

## 7 Membership

Name	Organisation	Email
Nick Howbridge	Hull City Council	<a href="mailto:Nick.Howbridge@hullcc.gov.uk">Nick.Howbridge@hullcc.gov.uk</a>
Neville Myers	Government Property Unit	<a href="mailto:neville.myers@cabinetoffice.gsi.gov.uk">neville.myers@cabinetoffice.gsi.gov.uk</a>
Mark Squires	Yorkshire Ambulance Service	<a href="mailto:mark.squires@yas.nhs.uk">mark.squires@yas.nhs.uk</a>
Michael Chappell	Humberside Police	<a href="mailto:Michael.Chappell@humberside.pnn.police.uk">Michael.Chappell@humberside.pnn.police.uk</a>
John Watson	NHS Property Services Ltd	<a href="mailto:John.Watson@property.nhs.uk">John.Watson@property.nhs.uk</a>
Duncan Taylor	Hull and East Yorkshire Hospitals NHS Trust	<a href="mailto:Duncan.Taylor@hey.nhs.uk">Duncan.Taylor@hey.nhs.uk</a>
Matthew Sutcliffe	Humberside Fire and Rescue	<a href="mailto:msutcliffe@humbersidefire.gov.uk">msutcliffe@humbersidefire.gov.uk</a>
Gill Bovill	City Health Care Patnership CIC	<a href="mailto:gill.bovill@nhs.net">gill.bovill@nhs.net</a>
Robert Atkinson	Humber Foundation Trust	<a href="mailto:robertatkinson1@nhs.net">robertatkinson1@nhs.net</a>
Jo Barnes	Citycare	<a href="mailto:jo.barnes@sharedagenda.co.uk">jo.barnes@sharedagenda.co.uk</a>
Martin Rooney	Community Health Partnerships	<a href="mailto:M.Rooney@communityhealthpartnerships.co.uk">M.Rooney@communityhealthpartnerships.co.uk</a>
Jackie Hadwen	Yorkshire and Humber Commissioning Support/Hull CCG	<a href="mailto:jackie.hadwen1@nhs.net">jackie.hadwen1@nhs.net</a>

## 8 Conflict of Interest

Conflict of interest will be a standing agenda item. For the avoidance of doubt no partner organisation will have any right to committ any other partner organisation to provide information and/or resources associated with the work of the Hull 2020 Estates Collaborative without the express agreement of the partner that informationand/or resources may be sought from.

## 9 Sub-Groups

Members may decide that the formation of a sub-group is required to progress any specific project. Sub-groups should be focused on delivery of a specific output and be time limited.

## 10 Review

The Terms of Reference will be reviewed after 6 months.

# 11 Programme Structure

