Proposal for LIIPS governance structure for set-up year
(September 2014 – August 2015)

Rationale for proposed approach

In order to maintain momentum and build on enthusiasm, the approach to the governance of LIIPS in the set-up year is recommended to be one that balances speed with inclusivity. The desire to invite all local potential partners to help inform the development of LIIPS, in this first year, means that the set-up phase structure will need to be agile and responsive to learning and development in order to keeping moving forward. Too rigid a governance structure in this formative phase might slow or halt progress. However from September 2015, a more formal governance structure with clear accountability and reporting functions will be in place, and indeed one of the tasks of the set-up phase will be to determine this structure.

There is much that needs to be discussed, developed and agreed during the set-up year and ideally in full collaboration with partners. The aim is that by June 2015, clarity will be gained on the vision and principles of working. Organisations will be invited to make a commitment to the launch in September 2015 and to the subsequent working of the unit.

This approach of co-design will offer many advantages but may generate practical challenges (e.g. matching diaries). These are likely to be overcome by enthusiastic individuals and organisational support for this initiative.
Relationship between the LIIPS groups

All relationships between the groups are to be based on supportive, two way communication and consultation.

The LIIPS Steering Group acts as the communication channel to and from the individual executives of the partner organisations, focusing on strategic matters. It communicates and consults with the Core Development Group to inform future plans, to learn of progress and actions, and to provide support (e.g. through influence on the wider partner organisations) where required.

The Core Development Group advises and consults with the Task Groups to inform their work and receives from the Task Groups updates on learning and future plans, which it feeds into ongoing planning.

Each Task Group works collaboratively with other Task Groups to share knowledge, expertise and plans.
1 LIIPS Steering Group
Role – to provide guidance, strategic direction and networking/communication, and to agree on a model for the future funding and governance of LIIPS.

1.1 Purpose
To:
- Articulate and communicate the mission for LIIPS, acting on proposals from the Core Development Group and the Task Groups
- Identify working principles
- Receive proposals from Core Development Group including for operating and financial model
- Review progress against key goals for set-up year
- Enable circumstances for success
- Identify resources and funding models for the sustainable development of LIIPS
- Identify governance structures for the sustainable development of LIIPS
- Act as ambassadors for LIIPS within own organisation and beyond

1.2 Meetings
Frequency – monthly, during set-up year
Style – agreement by consensus

1.3 Membership
UoL Director of SAPPHIRE or nominated representative (Chair)

One senior leader/executive from each partner organisation or a delegated representative. The representative should be of a standing commensurate with demonstrating organisational commitment to the development of LIIPS and be able to speak and make commitments on behalf of their organisation’s executive.

Organisations to be invited to join:
- NHS – University Hospitals of Leicester, CCGs (Leicester City, West Leicestershire, East Leicestershire and Rutland), Leicestershire Partnership Trust
- Academia – University of Leicester, De Montfort University, Loughborough University
- PPI representative

For example
- NHS Chief Executive / Medical Director / Director of Nursing
- Academic Pro Vice-Chancellor/ Dean

Minimum attendance = tbc by Group

Supported by Research Administrator, SAPPHIRE group
2 Core Development group

Role – operational group charged with continuing to develop LIIPS during set up year, consulting with partners, learning from other case studies, developing and coordinating networks, piloting ideas and projects, undertaking options appraisal, and making proposals on funding, governance, and other structures for LIIPS, to be reviewed and agreed by the LIIPS Steering Group to support formal launch of LIIPS in September 2015.

2.1 Purpose

- Propose key milestones and update on progress
- Coordinate demonstrator projects and ensure learning capture
- Develop knowledge banks of people and projects and processes for connecting and sharing
- Create web presence, a communications plan maximising use of social media
- Propose options for stage 2 (September 2015 onwards) including for the operating and financial model, patient and public involvement
- Communicate and consult widely

2.2 Meetings

Fortnightly then monthly (to be reviewed by the group once formed)

2.3 Membership

Partners joining the LIIPS Steering Group will nominate individuals with relevant expertise and interest from within their organisation.

The members will need to have expertise and experience along with agreement from their organisation to commit time over the set-up year i.e. incorporate LIIPS as part of their existing role.

For example

- UHL Associate Directors - Quality Improvement
- UHL Director of Safety and Risk
- Professor of Health Organisation and Policy, SAPPHIRE group
- Senior Improvement Scientist, SAPPHIRE group
- Others of similar standing and role in further partner organisations
- PPI representative

Diane Ketley and Suzanne Khalid to share role of Chair on Core Development Group.

Agreed to get started and build the Group membership as other organisations join the LIIPS Steering Group and nominate individuals from their organisation
3 Task groups

Three task groups are proposed, each with a particular but complementary focus:

- Service Improvement in action
- Education and Training
- Research and Evaluation

Demonstrator projects may be focused on one of the three areas but should involve coverage of issues relevant to at least one other Task Group.

Role – to lead the development of that Task Group’s area (Service Improvement in action, Education and Training, Research and Evaluation) in the context of LIIPS, and in consultation with the Core Development Group and other Task Groups.

3.1 Purpose

To:

- Develop the focus area (Service Improvement, Education and Training, Research and Evaluation) by building on the existing resources and good practice locally and beyond.
- Collect and collate the learning including from the demonstrator projects and communicate this to other parts of LIIPS and beyond
- Generate enthusiasm, interest and action
- Build relationships internally and externally
- Lead a demonstrator project focused on the area but involving at least one other
- Act as a resource for advice and guidance within LIIPS and across the core partners organisations

3.2 Meetings and Membership

Anticipated membership of each group - tbc depending on number of partners.

Each task group to have two named leads, one from the NHS and one from academia.

Membership to be formed from interested individuals from within partner organisations joining the LIIPS Steering Group. The members will need to have expertise and experience along with agreement from their organisation to commit time over the set-up year i.e. incorporate LIIPS as part of their existing role.

The plan is to invite individuals who are keen to contribute to a workshop to develop collaboratively the way the task groups will function and to clarify the terms of reference.