

REPORT CLASSIFICATION	✓	CATEGORY OF PAPER	✓
Official		Proposes specific action	✓
Official: Sensitive Commercial	✓	Provides assurance	
Official: Sensitive Personal		For information only	

BOARD	
3 JUNE 2025	
Report Title:	Terms of Reference – Service Change Advisory Group
Purpose of report	
Following the announcement of the expectation that ICBs will reduce their costs by 50% during 2025/26 and transition their operating models to focus on strategic commissioning, the Board approved on 29 April 2025 the establishment of a Service Change Advisory Group.	
Key points	
<p>The purpose of the Group is to act as a critical friend and assess the planning processes for changing health services has been followed in accordance with the legal duties set out in the Health and Social Care Act.</p> <p>A draft terms of reference was shared with the Board on the 29 April 2025 and at the inaugural Service Change Advisory Group meeting was held on 9 May 2025. The group reviewed the terms of reference and made some suggested amendments.</p>	
Risks and issues	
The Service Change Advisory Group will seek assurance on proposed programmes of change, highlighting any areas of risk to the Board.	
Assurances and supporting documentation	
The Service Change Advisory Group will submit to the Board a highlight report following each meeting, summarising any discussion and specific areas of concern.	
Recommendation/action required	
The Board is asked to approve the Service Change Advisory Group terms of reference.	
Acronyms and abbreviations explained	
N/A	
Sponsoring/approving Executive Director	Claire Riley, Chief Corporate Services Officer David Stout, Non-Executive Independent Member and Service Change Advisory Group Chair
Date approved by Executive Director	26 May 2025
Report author	Toni Taylor, Board and Legal Services Officer
Link to ICP strategy priorities (please tick all that apply)	

Longer and Healthier Lives						✓
Fairer Outcomes for All						✓
Better Health and Care Services						✓
Giving Children and Young People the Best Start in Life						✓
Relevant legal/statutory issues						
Note any relevant Acts, regulations, national guidelines etc						
Any potential/actual conflicts of interest associated with the paper? (please tick)	Yes		No	✓	N/A	
Equality analysis completed (please tick)	Yes		No		N/A	✓
If there is an expected impact on patient outcomes and/or experience, has a quality impact assessment been undertaken? (please tick)	Yes		No		N/A	✓
Essential considerations						
Financial implications and considerations	N/A					
Contracting and Procurement	N/A					
Local Delivery Team	N/A					
Digital implications	N/A					
Clinical involvement	Clinical representatives are included in the membership of the group					
Health inequalities	N/A					
Patient and public involvement	N/A					
Partner and/or other stakeholder engagement	N/A					
Other resources	N/A					