
Consequential Change Impact Assessment Group (CCIAG) Terms of Reference (Level 4)

The CCIAG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

1.1 CCIAG Role & Responsibilities

CCIAG is a Level 4 Working Group convened under the Level 3 Design Advisory Group. It is a discussion forum and not a Working Group developing design content nor a decision-making body. The actions and outcomes below describe how output from the group will feed into the MHHS Programme or elsewhere.

CCIAG will be attended and chaired by the SRO or someone delegated by the SRO such as the MHHS Lead Delivery Partner. Meeting attendance should be open to all, unless otherwise determined.

Topics for discussion at CCIAG will be raised by Programme Parties and not by the MHHS Programme, therefore CCIAG members will be expected to develop all material for CCIAG.

CCIAG members will be expected to review collateral required to achieve one of the outcomes set out below. This is likely to include completing tasks and actions outside of the CCIAG.

1.2 CCIAG Objectives & Scope

CCIAG is convened to discuss items that:

- are not being considered as part of the scope of the MHHS TOM or design
- may have an impact on existing systems and processes for Programme Parties; and
- where there is value to those parties in discussing and sharing information on those items.

There will be a list of topics for discussion at the CCIAG and the CCIAG will look to conclude these topics with clear actions and outcomes that might include:

- No further action
- Recognised as already part of the design for MHHS or under discussion within the MHHS Programme
- An addition, removal or change to MHHS Programme design principles
- A Change Request raised by a Programme Party into the MHHS Programme to consider a topic for inclusion in scope
- A Change Proposal raised into non-MHHS industry governance (e.g. REC)
- Topics raised to other industry bodies to discuss and agree resolution (may be Code Bodies, trade associations etc.)

1.3 Membership

The CCIAG Membership is open to anyone to attend with the SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) as Chair and the PMO providing secretariat.

1.4 CCIAG Member Roles and Responsibilities

The SRO (or someone delegated by the SRO) will chair the meetings.

CCIAG members will raise topics for discussion and draft and provide all supporting documentation.

The PMO will distribute meeting documentation.

The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.

The PMO will publish CCIAG documentation as it is non-confidential.

CCIAG meetings will initially be scheduled monthly, but with the Chair to review and agree meeting frequency.

CCIAG Members will be fully meeting prepared before the meeting starts. To facilitate this readiness papers will be distributed five (5) working days in advance of the scheduled CCIAG meeting, or as soon as they are available from CCIAG members if not available five (5) working days in advance.

A headline report will be issued within one (1) working day of the CCIAG, with full minutes, actions and decisions issued within five (5) working days of the CCIAG.

The headline report will be used to brief DAG on business conducted for information only.

1.5 Decision Making

The CCIAG will make no decisions for the MHHS Programme, but the actions from CCIAG may result in the raising of Change Requests on the Programme or Change Proposals into other industry governance, as above.

If, following discussion, a Programme Party believes an item should be within the scope of the MHHS Programme but the SRO does not, then the Programme Party can still raise a Change Request which will then be subject to the MHHS Change Control process. If actions sit outside the MHHS, then it is up to Programme Parties to progress these.