

## **3Ts Programme Board –Terms of Reference September 2013**

### **1. Summary Purpose and Authority**

- 1.1. The role of the 3Ts Programme Board is to support the Senior Responsible Owner (SRO) of the 3Ts Programme in the development and delivery of the programme in line with the Trust's strategy, objectives and priorities and within the Business Case approvals which have been made by the Programme Board and the Trust Board of Directors.

### **2. Authority**

- 2.1. The Trust Board has delegated to the Programme Board the authority to deal with the matters set out in paragraph 6 below.
- 2.2. The Programme Board is authorised by the Trust Board to seek any information it requires from any employee of the Trust in order to perform its duties.

### **3. Membership and Attendance**

- 3.1. The members of the Programme Board shall be the Chief Financial Officer, Chief Operating Officer, Chief Nursing Officer, Clinical Chief of 3Ts (as Senior User), Deputy Clinical Chief of 3Ts (as Deputy to the Senior User) Director of Health Informatics, Director of Corporate Affairs, Senior Supplier (Senior Representative from the partner organisation who will construct the project) and a senior representative (s) from the Trust's Independent Cost Adviser.
- 3.2. The Chair of the Committee will be the Director of 3Ts, as Senior Responsible Owner.
- 3.3. The 3Ts Assistant Director (Programme Officer & Governance) will provide support to the group to fulfil its duties. The Programme Accountant, Programme Manager(s) and 3Ts Assistant Director of Service Modernisation will also attend the meeting.
- 3.4. The Chair may also require others to attend on an ad-hoc basis.

### **4. Quorum**

- 4.1. The quorum necessary for the transaction of business shall be five and should include at least one of the Chief Financial Officer and Chief Operating Officer, and at least one of the Senior Users.
- 4.2. A duly convened meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Trust Board.
- 4.3. In the absence of the Chair the Clinical Director of 3Ts shall Chair the meeting.
- 4.4. Where a Programme Board meeting:
  - (i) is not quorate under paragraph 4.1 within one quarter hour from the time appointed for the meeting; or
  - (ii) becomes inquorate during the course of the meeting,

the Committee members present may determine to adjourn the meeting to such time, place and date as may be determined by the members present.

## **5. Meetings**

- 5.1. The Committee shall ordinarily meet monthly or at a frequency determined by the Chair of the Group and/or required by the Trust Board.
- 5.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee no later than five days before the date of the meeting. Supporting papers should be submitted for distribution to members at the same time.
- 5.3. Notes of the meetings shall be circulated to all members and to all members of Hospital Management Board. Notes will also be submitted formally to the Trust Board.

## **6. Duties**

The Programme Board shall:

- 6.1. Support the SRO in the delivery of the 3Ts Programme in accordance with the programme and business case parameters as approved by the Trust Board from time to time;
- 6.2. Agree the structure and Terms of Reference of the programme and project delivery teams/groups which will report to it;
- 6.3. Monitor the delivery of programme benefits;
- 6.4. Review highlighted risks and issues which have been escalated from the programme teams (as established) which shall report to the Programme Board and agree, as required, strategies for mitigation or further escalation as required;
- 6.5. Review and monitor the delivery of the decant programme;
- 6.6. Review and monitor the delivery of the Full Business Case for the main scheme;
- 6.7. Approve the Full Business Case for onward transmission to the Trust Board;
- 6.8. Identify risks and issues which will require resolution elsewhere in the organisation;
- 6.9. Monitor the financial profile of the programme;
- 6.10. Receive updates from the 3Ts Commissioner Oversight Forum and identify key issues emerging therefrom;
- 6.11. Review the communications and engagement strategy for the programme on a regular basis;
- 6.12. Review the plan for assurance of the programme at key milestones;
- 6.13. Review the plan for the next stage of programme delivery.

## **7. Reporting responsibilities**

- 7.1. The SRO shall report formally to the Trust Board on its proceedings after each meeting on all matters within its duties and responsibilities.

Date of approval by BSUH Trust Board: 30/09/13