

### **3T Design Process Review Group : Draft Terms of Reference- September 2014**

#### **1. Purpose**

The purpose of the Design Process Review Group (DPRG) is to ensure that on a day-to-day basis the design processes (1-200 and 1-50 scale) are meeting the timetable and objectives set by the overall design programme.

- 1.1 For the avoidance of doubt, the programme shall be taken to mean the scope of the 3Ts programme as set out in the approved Outline Business Case (OBC) which represents Stages 1, 2, 3, the helideck, the energy centre and the site wide infrastructure works;
- 1.2 These Terms of Reference shall be in effect from September 2014 until the approval of the Full Business Case for the programme as a whole has been approved, when they will lapse and require updating and further authorisation by the Programme Board.

#### **2. Authority**

- 2.1 The DPRG has delegated authority from the 3Ts Main Scheme Delivery Group (MSDG) for decisions that fall within the scope of the design process including maintenance of the change register and with the matters set out in paragraph 6 below.
- 2.2 DPRG is authorised by the MSDG 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 Main Scheme Delivery Group shall be:

- 3Ts Programme Director (Chair)
- 3Ts Clinical Director
- 3Ts Associate Director of Service Modernisation
- 3Ts Capital Projects Manager (Deputy Chair)
- 3Ts Clinical Planning Manager (Secretary)
- Head of Environment Support Services
- 3Ts Change Consultants
- 3Ts Engineering Lead
- 3Ts Equipping Lead
- Project Leader (PSCP)
- Senior Design Manager (PSCP)
- Lead Architect (PSCP)

- 3.2 The Chair of the Committee will be the Director of 3Ts, as Senior Responsible Owner. The SRO may, at his discretion nominate the Capital Projects Manager (or his/her deputy) or another member of the team to chair the group as appropriate.
- 3.3 The Chair may also require others to attend on an ad-hoc basis.
- 3.4 The Clinical Planning Manager will provide support to the group to fulfil its duties.
- 3.5 The DPRG will report directly to the MSDG. In the absence of the chair the authority of the group is limited to decisions which are space neutral. Any decisions not possible within the delegated authority limit (space neutral) will be escalated to Programme Team.

#### **4 Quorum**

- 4.1 The quorum necessary for the transaction of business shall be five and should include the Chair and at least one of the following: the 3Ts Capital Projects Manager, the Clinical Planning Manager, plus a representative from “business as usual” plus a representative from the PSCP.
- 4.2 Business as Usual: In the event of unavoidable absence, nominated deputies can cover by exception, providing they have the authority to make the necessary decisions and can undertake actions as required.
- 4.3 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 DPRG.
- 4.1 In the absence of the Chair, the Capital Projects Manager 3Ts shall Chair the meeting. In the absence of the Clinical Planning Manager (Secretary), the Capital Projects Manager (or one of his/her team) will provide secretarial support.
- 4.2 by another member one of the change consultants.
- 4.3 Where a DPRG 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. Urgent business which needs to be transacted in the absence of a quorum can be escalated to the MSDG for action or, to the SRO subject to the nature of the authority delegated in him/her by the Trust Board of Directors.

#### **5. Meetings**

- 5.1 The DPRG shall ordinarily meet weekly or at a frequency determined by the Chair of the Group and/or required by the Programme 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 the MSDG.

5.4 The DPRG is accountable to the MSDG.

## **6 Duties**

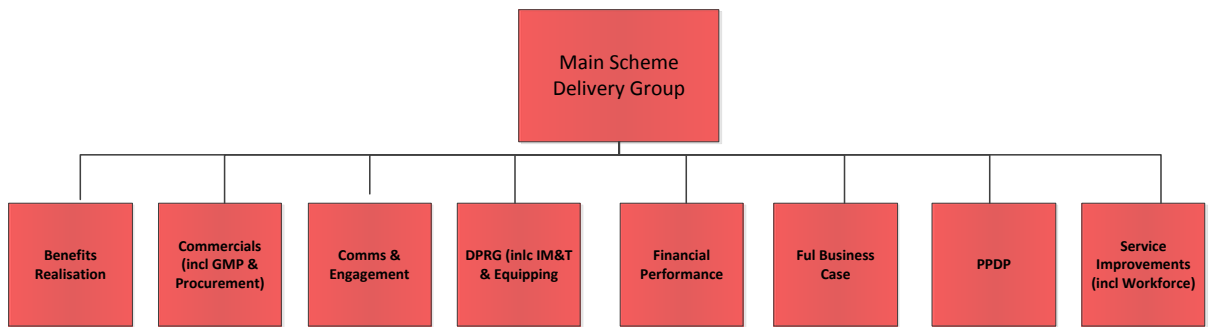
DPRG shall:

6.1 Act as the key delivery vehicle for the detailed design of the 3Ts development under the direction of the MSDG to ensure that on a day-to-day basis the design processes (1-200 and 1-50 scale) are meeting the timetable and objectives set by the overall design programme.

## **7 Reporting responsibilities**

7.1 The Project leads shall report formally to the MSDG on its proceedings after each meeting on all matters within its duties and responsibilities.

# Proposed Governance Structure – Main Scheme



## Proposed Meeting Frequency

