

## **3T Decant Delivery Group (DDG): Terms of Reference - July 2014**

### **1. Purpose**

- 1.1 The purpose of the Decant Delivery Group (DDG) is to ensure delivery of the decant programme and to ensure that its constituent projects are appropriately governed, with key risks and issues addressed in a timely manner. The meeting will receive regular reports from the relevant project Delivery Teams:

Decant Project Teams:

DPT1. Front Car Park / Courtyard  
DPT2. Building 545, Sussex Cancer Centre, RACH Audiology  
DPT3. North Road Building

### **2. Authority**

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

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

- 3.1 Members of the DDG shall be:
- Assistant Clinical Director, 3Ts;
  - Decant Programme Manager (Trust Head of Capital Development)
  - 3Ts Finance Lead;
  - PSCP decant design manager;
  - 3Ts change consultants (as required);
  - 3Ts Programme Engineer;
  - Cost consultant (T&T);
  - Head of Engagement
  - Procurement Business Partner,
  - Decant Project Manager(s) (as required).
  - Rep from Operations
- 3.2 The Chair of the Committee will be the Assistant Clinical Director of 3Ts, as Senior User.
- 3.3 The 3Ts Decant Programme Manager will provide support to the group to fulfil its duties.

- 3.4 The Chair may also require others to attend on an ad-hoc basis. These would include infection control officers and others from the operational areas of the Trust as deemed necessary.

#### **4 Quorum**

- 4.1 The quorum necessary for the transaction of business shall be four and should include at least the Decant Programme Manager (Trust Head of Capital Development), and a representative from the PSCP, or contractor involved with the execution of a particular decant project.
- 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 team.
- 4.3 In the absence of the Chair the Decant Programme Manager (Trust Head of Capital Development) shall Chair the meeting and the Decant Project Manager will act as secretary.
- 4.4 Where a DDG 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 3Ts Programme Team.
- 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 3Ts Programme Team.
- 5.4 The DDG is accountable to the 3Ts Programme Team.

#### **6. Duties**

DDG shall:

- 6.1 Act as the main co-ordinating vehicle for the design and construction, implementation and operational commissioning of the 3Ts Decant Projects under the direction of the 3Ts Programme Team. DDG shall be responsible for delivery of these projects to time, cost and quality.
- 6.2 Agree the structure and Terms of Reference of the project delivery teams/groups which will report to it;

6.3 Agree risks and issues which are to be escalated to the 3Ts Programme Team and develop appropriate strategies for mitigation;

6.4 Review the communications and engagement strategy for the Decant Programme on a regular basis;

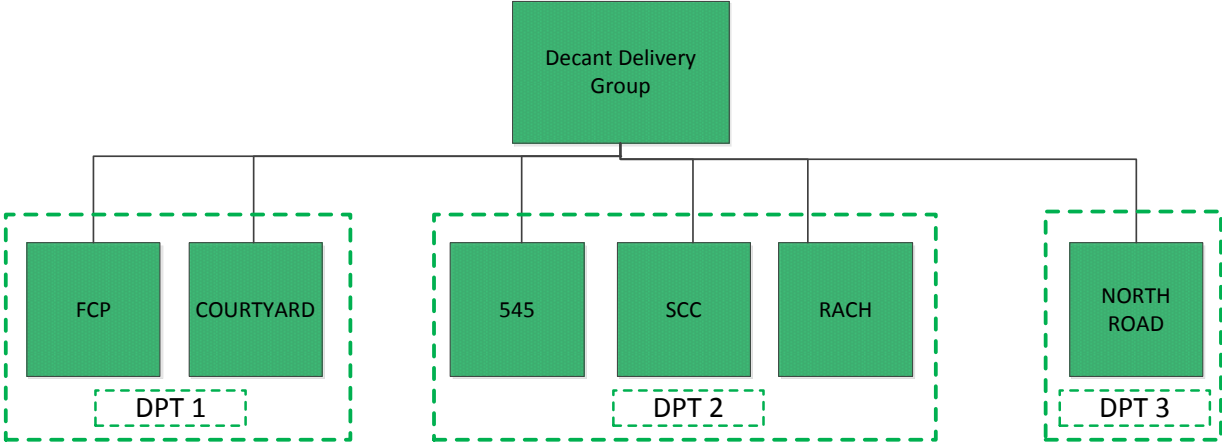
6.5 Outline and implement the project plans for decant scheme(s) delivery;

6.6 Review the plan for the next stage of decant scheme(s) delivery.

## **7. Reporting responsibilities**

7.1 The Project lead shall report formally to the 3Ts Programme Team on its proceedings after each meeting on all matters within its duties and responsibilities.

# Proposed Governance Structure – Decant



# Proposed Meeting Frequency

