

BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST

3TS PROGRAMME BOARD

TERMS OF REFERENCE

1.00 PURPOSE

1.01 The purpose 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, the Trust Board of Directors and the external approvals received

2.00 MEMBERSHIP AND ATTENDANCE AT MEETINGS

2.01 The membership of the Committee shall be:

- A nominated non-executive Director (Chair)
- A further Non-executive Director
- Executive Director of Delivery and Strategy (lead Executive for the Committee)
- Executive Director of Finance
- Executive Director of Nursing and Patient Safety
- Executive Director or Organisational Development and Workforce
- Executive Medical Director
- Managing Director (BSUH)
- Director of 3Ts
- Clinical Director of 3Ts (as Senior User), Deputy Clinical Director of 3Ts (as Deputy to the Senior User)
- Chief Information Officer
- Director of Corporate Governance and Board Secretary
- Senior Supplier (Senior Representative from the partner organisation who will construct the project)
- Senior representative (s) from the Trust's Independent Cost Adviser Executive Medical Director

- 2.02 The Trust Chair shall propose which Non-executive Directors will be most suitable for nomination as Chair and members of the Committee. The Trust Board shall approve the appointment of the Committee Chair and members, based on the Chair's recommendations.
- 2.03 Any member of the Board of Directors shall have the right to be in attendance at any meeting of the Committee by prior agreement with the Chair.
- 2.04 The executive members of the Committee may exceptionally send a deputy to the meeting but the deputy will not have voting rights at the meeting. Other Trust managers and clinicians may be invited to attend for particular items on the Agenda that relate to areas of risk or operation for which they are responsible.
- 2.05 The 3Ts Associate Director for Governance shall act as Secretary to the Committee and shall attend to take minutes of the meeting and provide appropriate support to the Chair and Committee members.

3.00 ROLE AND RESPONSIBILITIES

AUTHORITY

- 3.01 The Committee shall have the delegated authority to act on behalf of the Board of Directors in accordance with Standing Orders, Standing Financial Instructions, and Scheme of Reservation and Delegation. The limit of such delegated authority is restricted to the areas outlined in the Duties of the Committee and subject to the rules on reporting, both as defined below.
- 3.02 The Committee is empowered to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the Committee in the conduct of its enquiries.
- 3.03 The Committee is authorised by the Board of Directors to obtain independent legal and professional advice and to secure the attendance of external personnel with relevant experience and expertise, should it consider this necessary. All such advice should be arranged in consultation with the Company Secretary.

DUTIES

- 3.04 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.
- 3.05 Agree the structure and Terms of Reference of the programme and project delivery teams/groups which will report to it
- 3.06 Monitor the delivery of programme benefits;
- 3.07 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, or require resolution elsewhere in the organisation;;

- 3.08 Review and monitor the delivery of the decant programme, including plans for the maintenance of patient access and service quality;
- 3.09 Review and monitor the delivery of the Full Business Case for the main scheme;
- 3.10 Monitor the financial profile of the programme;
- 3.11 Receive updates from the 3Ts Commissioner Oversight Forum and identify key issues emerging
- 3.12 Review the communications and engagement strategy for the programme on a regular basis;
- 3.13 Review the plan for assurance of the programme at key milestones;
- 3.14 Review the plan for the next stage of programme delivery, including plans for maintaining patient access and service quality during construction.

REPORTING AND RELATIONSHIPS

- 3.15 The Committee shall be accountable to the Board of Directors of the Trust.
- 3.16 The Committee shall report to the Audit Committee any matters that require the attention or decision of that Committee.
- 3.17 The Committee shall review its own performance, constitution and terms of reference every two years to ensure it is operating at maximum effectiveness. Any proposed changes to the terms of reference should be agreed by the Board of Directors.
- 3.18 The Committee shall receive and consider feedback and reports from the sub-Committees of the Programme Board.

4.00 CONDUCT OF BUSINESS

- 4.01 The Committee shall conduct its business in accordance with the Standing Orders of the Trust.
- 4.02 The Committee shall be deemed quorate if there are at least the Chair and one non-executive Director and one executive Director present, and the Clinical Director for 3Ts or Deputy. A quorate meeting shall be competent to exercise all or any of the authorities, powers and duties vested in or exercised by the Committee.
- 4.03 The Committee shall meet at least six times in each financial year. The Chair may request an extraordinary meeting if he/she considers one to be necessary.
- 4.04 At the discretion of the Chair of the Committee business may exceptionally be transacted through a teleconference provided all parties are able to hear all other parties and where an

agenda has been issued in advance, or through the signing by every member of a written resolution sent in advance to members and recorded in the minutes of the next formal meeting.

- 4.05 Agendas and briefing papers should be prepared and circulated at least 5 working days in advance to allow Committee Members to give them due consideration. Agendas and papers should also be sent to all other non-Executive Directors who are not members of the Committee.
- 4.06 Minutes of Committee meetings should be formally recorded and distributed to Committee Members within 10 working days of the meetings. The Minutes will be submitted to the Trust Board at its next meeting and the Chair shall draw to the attention of the Board any issues that require disclosure to the full Board or require executive action.

5.00 STATUS OF THESE TERMS OF REFERENCE

Approved by the Board of Directors on 27 April 2017

The next review of these terms of reference is due in April 2018