

Board of Directors: 12.7.18
Agenda Item: Bo.7.18.25

Review of the Terms of Reference of the Major Projects Committee

Presented by:	Amjad Pervez Chair of the Major Projects Committee	Author:	Paul Pallister Trust Secretary
Previously considered by:	Major Projects Committee on 27 June 2018		

Key point	Purpose:
1. The current version of the Terms of Reference state a review date of July 2018 and therefore this paper proposes a refreshed set of Terms of Reference.	To discuss and approve

Executive Summary:
<p>This report proposing a revised set of Terms of Reference for the Major Projects Committee.</p> <p>It is good governance to undertake annual reviews of committee terms of reference and this paper ensures that we are reviewing those for this committee within a twelve month period which is recognised 'best practice'.</p> <p>The draft Terms of Reference are attached for approval by the Board of Directors. All of the proposed changes have been tracked so they are easily visible to the reader.</p> <p>It is acknowledged that a comprehensive review of the Board's committees is taking place over the summer period; therefore the proposed amendments in these Terms of Reference represent the output from a simple refresh.</p> <p>The Board of Directors is asked to review these draft Terms of Reference which are proposed by the Committee for approval.</p>

Financial implications:
No

Regulatory relevance:
Monitor: Code of Governance

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Equality Impact / Implications:	<div style="border: 1px solid black; padding: 5px;"> <p>Is there likely to be any impact on any of the protected characteristics? (Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sexual Orientation, Health Inequalities, Human Rights)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the mitigation against this?</p> </div>
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Other:	
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Strategic Objective: <i>Reference to Strategic Objective(s) this paper relates to</i>	To deliver our financial plan and key performance targets
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Bradford Teaching Hospitals NHS Foundation Trust

Major Projects Committee Terms of Reference

1. Constitution

The Major Projects Committee (“the Committee”) is a Committee of the Board of Directors. The purpose and powers of the Committee are set out in these ~~Terms of Reference~~. Any changes to these ~~Terms of Reference~~ must be approved by the Board of Directors.

2. Purpose

The purpose of the Committee is to provide detailed scrutiny of the Foundation Trust’s major projects in order to provide assurance and, if necessary, raise concerns or make recommendations to the Board of Directors.

3. Chair of the Committee

The Chair of the Committee (“the Chair”) will be a nominated identified Non-Executive Director. In ~~his or her~~~~their~~ absence, the meeting will be chaired by a Deputy Chair, who will be ~~a~~ nominated identified Non-Executive Director.

4. Membership

The Committee will include the following members:

Member	Deputy
Three Non-Executive Directors	Non-Executive Director (not applicable)
Executive Directors – to be confirmed dependent on projects underway as per the schedule in appendix A	Nominated deputies a As appropriate

5. Attendance

The ~~Corporate Governance Manager Trust Secretary~~ will be in attendance.

~~The Non-Executive Director~~ Members should attend at least 75% of meetings within any calendar year. Attendance will be monitored and addressed by the Chair.

The Chair may invite other personnel to attend ~~the Committee~~ as necessary in order to deal with specific aspects of its business.

6. Quorum

A quorum shall be two out of the three Non-Executive Directors and two Executive Directors (or their nominated Deputies).

7. Frequency of Meetings

The Committee will normally meet every two months on a bi-monthly basis. The Chair may at any time convene additional meetings of the Committee to consider any business that requires urgent attention.

At the request of the Chair, the Committee may hold meetings by telephone, video link or by email exchange. Normal rules relating to quoracy will apply to the functioning of such a meeting. These minutes-meetings will be deemed as standard meetings of the Committee and shall be minuted accordingly.

8. Duties

The Committee will maintain a strategic oversight of all selected major projects underway in the Foundation Trust; the Board will determine those for inclusion. These are listed in appendix A. In 2017/18 these will include:

- Electronic Patient Records (EPR)
- Joint Venture Pathology Service

The Committee will also maintain strategic oversight of all major capital investment projects.

The Committee will periodically review the methodologies adopted for the conduct programme management of major projects.

The Committee will monitor the implementation of major projects against the agreed plans, including an assessment of any deviation in costs, time and outcomes, and will ensure appropriate oversight of risk.

The Committee will receive and review the strategic objectives allocated to it by the Board of Directors identifying any areas where additional assurance is required.

The Committee will receive and review those Board Assurance Framework risks allocated to it by the Board, monitoring progress made in mitigating those risks, identifying any areas where additional assurance is required and escalating assurance to the Board of Directors as agreed by the Committee.

9. Reporting Arrangements

Minutes of the meetings shall be recorded by the minute taker to the Committee and a written summary of key points and assurances will be reported to the Board of Directors by the Chair of the Committee.

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10. Review of Terms of Reference

The Major Projects Committee shall review these ~~t~~Terms of ~~r~~Reference at least annually and recommendations for any changes will be submitted to the Board of Directors for approval.

11. ~~Sub-~~Committees Reporting to this Committee

~~None~~

The Board of Directors has conferred upon the Major Projects Committee the power to establish sub-committees.

The Committee has not currently established any sub-committees of the Major Projects Committee.

12. Approval by the Board of Directors

These Terms of Reference were approved by the Board of Directors on *(to be confirmed)*.

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Appendix A: Projects within the scope of the Major Projects Committee during 2018/19

Item	Major Project	Executive Director lead
1	The Wolfson Centre for Applied Health Research	Dr Bryan Gill
2	To consider significant transformational proposals for service delivery which could include Alternative Delivery Models	Matthew Horner

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