

Meeting Title	Board of Directors		
Date	13.9.18	Agenda item	Bo.9.18.32

Major Projects Committee Annual Report 2017/18

Presented by	Amjad Pervez, Chair of the Major Projects Committee		
Author	Jacqui Maurice, Head of Corporate Governance		
Lead Director			
Purpose of the paper	To present the annual report from the Committee to the Board of Directors.		
Key control	Key control Projects reviewed and assured by the Committee will have an impact on the key controls of specific strategic objectives and should be considered in that context by the committee		
Action required	To receive		
Previously discussed at/ informed by	Major Projects Committee		
Previously approved at:	Committee/Group	Date	
	Major Projects Committee	29 August 2018	
Background			
The purpose of the Major Projects 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.			
Recommendation			
The Board of Directors is requested to note the work of the Major Projects Committee in 2017/18.			

Major Projects Committee Annual Report 2017/18 to the Board of Directors

1. Introduction

Good practice states that the Board of Directors (the Board) should review the performance of its Committees annually to determine if they have been effective, and whether further development work is required.

This annual report summarises the activities of the Major Projects Committee (the Committee) for the financial year 2017 - 2018 setting out how it has met its Terms of Reference and key priorities.

For the purposes of this report, the period reported on ranges from October 2017 to March 2018.

2. Responsibilities

The Major Projects Committee was established in July 2017. The first meeting of the Committee took place in October 2017.

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.

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.

The Committee has, in line with its duties;

2.1 Maintained a strategic oversight of the major projects underway in the Foundation Trust as determined by the Board. For 2017/18 these have included:

2.1.1 Electronic Patient Records (EPR)

2.1.2 Joint Venture Pathology Service

2.2 Maintained strategic oversight of all major capital investment projects.

2.3 Periodically reviewed the methodologies adopted for the conduct of major projects.

2.4 Monitored the implementation of major projects against the agreed plans, including an assessment of any deviation on costs, time and outcomes, and ensured appropriate oversight of risk.

3. Membership and attendance record

The Major Projects Committee has meets bi-monthly. During the reporting period the Committee has met three times.

Membership and attendance is recorded in the table below:

MEMBERS	25.10.17	20.12.17	28.2.18	TOTAL
Amjad Pervez (Chair)	✓	✓	✓	3 of 3
Mohammed Iqbal	✓	✗		1 of 2
Trudy Feaster-Gee			✓	1 of 1
Pauline Vickers		✓	✗	1 of 2
Clive Kay		✓	✗	1 of 2
Donna Thompson	✗	✓	✗	1 of 3
Bryan Gill		✓	✓	2 of 2
Karen Dawber		✓	✗	1 of 2
Pat Campbell	✓	✓	✗	2 of 3
Cindy Fedell	✓	✓	✓	3 of 3
Matthew Horner	✓	✓	✗	2 of 3
John Holden	✗	✓	✓	2 of 3
✓ = Attended ✗ = Apologies sent			Denotes period when not a member of the Committee	
			Executive Director attendance depends on the projects that are underway.	

In order for the meeting to be quorate, there should be two Non-Executive Directors and two Executive Directors (or their nominated Deputies) present.

4. Reporting requirements

The Major Projects Committee has reviewed the following items during the reporting period;

- 4.1 Analysis of Main Entrance Usage following opening of the new Hospital Wing
- 4.2 Pathology Joint Venture including Post Project Review
- 4.3 The EPR project, review of post-implementation EPR Updates
- 4.4 Post Project review of the EPR Business Case
- 4.5 WYAAT: Special Purpose Vehicles
- 4.6 How Strategic Objectives link to the prioritising of Capital Projects
- 4.7 Wolfson Centre for Applied Health Research
- 4.8 Private Patients
- 4.9 Major Projects Committee Work plan 2018/19
- 4.10 Major Projects Committee dash board
- 4.11 2018/19 Capital Budget

After each meeting, the Committee has reported to the next Board meeting by way of a summary report of key points discussed. Once the meeting minutes were agreed by the Committee, a copy was submitted to the subsequent Board meeting.

Minutes included a description of the business conducted, risks identified and key actions agreed. Issues and items that have been escalated to the Board include:

- 4.12 WYAAT: Special Purpose Vehicle
- 4.13 Pathology Joint Venture
- 4.14 EPR
- 4.15 Capital Budget 2018/19
- 4.16 Special Purpose Vehicle
- 4.17 Wolfson Centre for Applied Health Research

5. Review of the Terms of Reference of the Major Projects Committee

The Major Projects Committee Terms of Reference were approved by the Board in July 2017. The Terms of Reference are reviewed annually and recommendations for any changes will be submitted to the Board of Directors for approval.

6. Cycle of Business

The Major Projects Committee keeps under review its own working arrangements and is mindful of the need to ensure that its remit fits appropriately with the other Committees of the Board of Directors.

7. Conclusion

The Major Projects Committee believes it has taken all reasonable steps to perform its duties as delegated by the Board and mandated in its Terms of Reference and in accordance with good governance arrangements.

Mr Amjad Pervez
Non-Executive Director Chair of Major Projects Committee

August 2018