

TOR018 Performance Committee of the Board  
of Directors: Terms of Reference

**Document title:** Strategic Projects Committee of the Board of  
Directors: Terms of Reference

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**Key points of this document**

- Terms of Reference for the Strategic Projects Committee of the Board of Directors.
- These terms of reference will be available on the Trust's intranet.

**1 Constitutional Authority:**

1.1 The Strategic Projects Committee is a Committee of the Board of Directors. The Committee has no powers, other than those delegated in these terms of reference.

**2 Purpose/Objectives:**

2.1 The Strategic Projects Committee exists to provide a formal forum for the collective ownership and oversight, by senior clinical and non-clinical leads, of the Trust's strategic projects/transformation plans in respect of the following programmes:

- New Papworth Hospital (NPH)
- Cambridge Transition Programme (CTP)
- E-Health – Lorenzo Electronic Patient Record (EPR)
- Heart and Lung Research Institute (HLRI)

and any other projects that the Board may determine.

2.2 To receive and review comprehensive performance metrics in respect of quality and finance and to oversee the suitability of programme and project arrangements.

2.3 To monitor and review performance against agreed transformation plans and to provide critical challenge and support to colleagues in pursuit of their delivery within agreed deadlines.

2.4 To prevent the realisation of adverse impacts on the quality of care through robust quality impact assessments and early identification of risks and issues.

2.5 To receive regular reports on the action being taken to remove or mitigate the principal risks, and to review and approve updates, monitor controls and examine assurance sources.

2.6 To ensure alignment of key programmes and projects to Trust strategy, ensuring opportunities for cross-organisational projects are identified and enabled, utilising the corporate Risk Register and the Board Assurance Framework

The Strategic Projects Committee will provide assurance to the Board of Directors that strategic projects/transformation plans are being progressed as required and will advise the Board of Directors of significant concerns or variance to plan that have the potential to adversely impact delivery of the Trust's clinical vision and strategic plans.

**3 Delegated Authority:**

3.1 The Strategic Projects Committee is authorised by the Board of Directors to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

3.2 The Strategic Projects Committee reports to the Board of Directors.

**4 Duties:**

- 4.1 Promote an integrated approach to the achievement of delivery targets through adoption of the principles of collective accountability.
- 4.2 Role model the leadership, values, beliefs and behaviours set out in the NHS Constitution to optimise staff engagement in all service developments and improvements that impact patient outcomes and experience and/or the Trust's strategic direction
- 4.3 Consider recommendations in respect of initiation or cessation of transformation plans, informed by the findings of robust quality impact assessments.
- 4.4 Maintain and review an action checklist in respect of transformation plans.
- 4.5 Hold one another to account for delivery of agreed plans within deadline and in accordance with agreed escalation arrangements.
- 4.6 Provide challenge and suggestion in respect of the identification and mitigation/control of related risks and issues and report issues/concerns to the Board.

**5 Membership/Attendance:**

Voting Membership

- 5.1 The Chair and members of the Strategic Projects Committee shall be appointed by the Board of Directors.

- 5.2 The Committee shall be made up of:

Chair: Non-Executive Director  
All Executive Directors  
Representative Non-Executive Directors

- 5.3 In Attendance

Project Director  
Assistant Project Director  
Trust Secretary  
Director of IM and T

Quorum

- 5.4 The Strategic Projects Committee requires a minimum of two Executive Directors one of whom should be the Chief Operating Officer and two Non-Executive Directors one of whom will be the Chair. It will be necessary that the Programme Owner and the Programme Manager, or their designated representatives, to be present at all meetings.

### Membership Attendance Requirements

- 5.4 The Committee will be required to have an overall attendance level of 50% from members in a rolling twelve month period.
- 5.5 Attendance will be recorded during the year and reported in the annual report.

### Attendance

- 5.6 Only members of the Committee have the right to attend Committee meetings; however other staff will be invited as necessary.
- 5.8 A full set of agenda papers will be sent to all members of the Board and Trust Secretary; this may be by electronic copy.

### Lengths of Term of Committee Chair and Members (excluding posts filled by Papworth Hospital staff)

- 5.9 The Committee will review its membership annually as part of a general review of its terms of reference. This review will be reported to the Board of Directors through the Committee's minutes.

## **6 Meetings:**

- 6.1 In the event of the Chair of the Committee being unable to attend, the remaining members should elect a remaining NED as Chair for the meeting.
- 6.2 The Strategic Projects Committee will meet on a monthly basis and an annual schedule of meetings circulated three months in advance of the previous year end.
- 6.3 The Strategic Projects Committee will last no longer than two hours.
- 6.4 Attendance will be a priority for all members.
- 6.5 Members will nominate a deputy to attend in their absence.
- 6.6 Meetings will start and finish at the agreed time.
- 6.7 Agendas and briefing papers should be prepared and circulated by the Integrated Programme Management Office in sufficient time for the members to give them due consideration, normally three working days in advance
- 6.8 Each Programme Manager will provide and present a highlight report to every meeting of the Strategic Projects Committee.
- 6.9 The Integrated Programme Management Office Manager will provide risk management reports and issues log to every meeting of the Strategic Projects Committee to ensure that risks are identified and managed and issues resolved.
- 6.10 Strategic Projects Committee action notes will be circulated within 3 working days.
- 6.11 Minutes of the Strategic Projects Committee meetings should be formally recorded and distributed to members within 10 working days of the meetings.

**7 Equality Statement:**

The Strategic Projects Committee will ensure that these terms of reference are applied in a fair and reasonable manner that does not discriminate on such grounds as age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race including nationality and ethnicity, religion or belief, sex, or sexual orientation.

**8 Monitoring/Reporting:**

Minutes of Committee meetings should be formally recorded and distributed to Committee Members and Attendees. The Chair will present a written Chair's Report to the Board. Subject to the approval of the Chair, the Minutes will be submitted to the Board of Directors at its next meeting and may be presented by the Committee Chair.

The Chair of the Committee or Executive Lead shall draw to the attention of the Board of Directors any issues that require disclosure to the full Board of Directors, or require executive action.

**9 Relationships with other Board Committees:**

Board Committees have a shared responsibility to provide assurances to the Board of Directors. As such Board Committees need to work collaboratively, to ensure that all aspects of governance are covered and that the Board receives comprehensive assurances on Papworth Hospital's activities.

**Further document information**

Approved by Executive Director/local committee <b>(required for all documents):</b>	Strategic Projects Committee
Approval date ( <i>this version</i> ):	<del>22 February 2018</del> 31 January 2018
Approved by Board of Directors or Committee of the Board <b>(required for Strategies and Policies only):</b>	Board of Directors
Date:	2 August 2018
This document supports: <i>standards and legislation – include exact details of any CQC &amp; NHSLA standards supported</i>	NHS Improvement in year and annual reporting
Key related documents:	DN142 Standing Orders DN140 Standing Financial Instructions DN137 Scheme of Delegation TOR002 Quality & Risk Committee Terms of Reference TOR001 Audit Committee Terms of Reference TOR017 Performance Committee Terms of Reference
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