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| **Xxx Board**  **Terms of Reference** | | |
| **Portfolio/ Programme/ Project Name:** | | |
| **Programme/ Project Unique Reference:** | | |
| **1.** | **Purpose:** | |
| 1.1 | Title of Board: | |
| 1.2 | **Objectives of this document:**   * To describe the role and responsibility of the xxxx Board. * To confirm the membership of the Board. * To describe the governance and accountability of the Board. | |
| 1.3 | **The Board is accountable for:**   * The successful delivery of the programmes/ projects. * The realisation and delivery of benefits. * The stakeholder engagement on behalf of the programmes/ projects with key stakeholders. * The financial and tangible resources of the programme/ project including the cost of transformation and investment cases. * The programme/ project plan and associated actions. * The delivery of and change to the programme/ project plan and blueprint. * The assurance of the programme/ project and the sign off by the business. * Oversight and upward reporting on delivery of the programme/ project. * Interdependencies across projects and the system. | |
| 1.4 | **The Board is responsible for:**   * Delivery of the products contained within the programme/ project. * The production of a business case. * The production of a risk management strategy and associated mitigating actions. * Engaging with reference groups who will be advisors to the Board including Clinical, Finance, Patient, and stakeholder, Digital, Workforce and Estates. * The appointment of the project resources. * Develop and maintain a programme/ project organisational structure to deliver the objectives. * Operate the agreed change control procedure to programme/ project changes. * Reporting monthly to the PMO and other required business areas * Escalating upwards; risks, issues, and decisions which the Board cannot take. | |
| **2.** | **Meeting Frequency, Chairing and Administration:** | |
| 2.1 | The Board will meet xxxx. The Chair may call additional meetings from time to time. | |
| 2.2 | The Board will be chaired by the Project Executive/Sponsor. | |
| 2.3 | The Board will appoint a Deputy Chair who will Chair the board in the absence of the Programme/Project Exec. | |
| 2.4 | xxxx will provide support to the meetings including administrative support, including but not limited to:   * Agenda and associated papers will be sent out to all members xxxx prior to each meeting. * Decisions and action points will be recorded and distributed to all members no later than xxxx after each meeting. * All reports must be in writing to the board and with the Portfolio support within xxxx. * The project will use the systems and processes as defined by Dorset Portfolio Management Office (PMO) and there is a mandatory requirement to file documents within the Portfolio SharePoint. | |
| **3.** | **Quorum:** | |
| 3.1 | A quorum necessary for the transaction of business shall be the Chair or Deputy Chair and at least xx out of the agreed members. | |
| **4.** | **Governance, Membership and Roles:** | |
| 4.1 | The Board will consist of the following members: | |
| **Name** | **Project Board Role** |
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| 4.2 | Roles and responsibilities of all Board members:   * To attend meetings and to complete tasks as agreed. * To fulfil responsibilities in such a manner that respects each individual organisation statutory roles and responsibilities; but proactively seek to engender partnership working. * Through openness and transparency to maximise the wider benefit of joint working for the patients and public. * To seek to reach consensus opinions within the Board wherever practicable and to consider matters from the perspective of the patients and the public and not organisational self-interest. * To exercise authority in decision making. * To maximise the involvement of the public wherever possible within the development and delivery of the programme/ project. | |
| **5.** | **Delivery:** | |
| 5.1 | Delivery of xxx workstreams will be done through xxx Programmes/ Projects. | |
| **6.** | **Term:** | |
| 6.1 | The Board is part of the overall programme/ project governance structure. It will be established for the duration of the programme/ project.  Board membership and these terms of reference will be reviewed xxxx (*insert timeframes if applicable or delete – e.g., quarterly/ every 6 months)* at the xxxx meetings of the Board. | |