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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.

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| 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.
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| 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.
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| **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.
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| **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.
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| **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. |