

# Queen Margaret Hospital Development

## Project Board

### 1 ROLE

- 1.1 The role of the Project Board is to provide strategic direction and leadership and ensure the implementation of the strategic vision for Queen Margaret Hospital outlined in the Right for Fife strategy, while recognising local priorities identified in the period since the strategy was adopted and taking account of future regional opportunities that may arise.
- 1.2 The Project Board will direct and lead the development of Queen Margaret Hospital ensuring that NHS Fife complies with its legal and financial responsibilities and that all actions are progressed in a timely manner and within budget.
- 1.3 Where a significant conflict arises, for example in respect of space allocation or a design issue, which cannot be resolved at user group or at Project Team level, the Project Board will act as final arbiter and its decision on the issue will be binding on all parties.

### 2 REMIT

- 2.1 The Project Board will ensure that the Project meets the strategic aims of NHS Fife and agree an overall development plan for the QMH site that makes best use of prime clinical space.
- 2.2 The Project Board will:-
  - Ensure the appointment of an appropriate Project Team including external advisors as/if required ensuring timely decision making to meet key stages in the project.
  - Ensure that adequate resources are made available to the Project Team to enable them to complete the project.
  - Ensure appropriate audit and quality assurance measures are in place throughout the lifetime of the project.
  - Ensure that all relevant guidelines are understood and applied as appropriate.

### **3 MEMBERSHIP OF THE PROJECT BOARD**

**3.1 The membership detailed below will be reviewed annually. On occasions individuals may be invited to attend on an 'as and when' required basis.**

**3.2 Suggested membership:-**

- **Director of Acute Services (Chair)**
- **General Manager D&WF CHP**
- **Divisional General Manager for Ambulatory Care (Project Lead)**
- **Services Manager for Mental Health Service**
- **Board Medical Director**
- **Employee Director**
- **2 Public reps from D&WF CHP PPF**
- **Director of Finance**
- **Assistant Director of Finance (Capital and Planning)**
- **Director of Estates**
- **Technical Services Project Lead**
- **Board Member**
- **Board Director of Nursing**

### **4 MEETINGS**

**4.1 The Project Board will initially meet on a monthly basis. The role, remit and meeting cycle will be reviewed on an annual basis. The Project Board may schedule additional and/or exceptional meetings where agreed as necessary.**

**4.2 The meetings of the Project Board will be quorate when there are 8 members present.**

**4.3 The draft minutes of the Project Board will be distributed within two weeks of a meeting, for approval at the subsequent meeting. The agenda will be forwarded a week prior to each meeting.**

**4.4 An accurate record of the current membership of the Project Board will be held by the Project Manager for mailing/contact purposes. Members will ensure that these details are kept current.**

## **5 REPORTING ARRANGEMENTS**

- 5.1 A detailed action plan will be maintained which should reflect the lead personnel, timescales and progress of actions required to ensure the delivery of NHS Fife strategy.**
- 5.2 The Detailed Action Plan and minutes of the Project Board will be reported to SMT and the Finance & Resources Committee, the Capital Planning Group will receive copies of the minutes for information.**

**Margaret Henderson  
DGM [Project Lead]  
October 2012**

**DRAFT**