

TERMS OF REFERENCE

Sexual Assault Referral Centre

Project Group

Version	Date	Updated By	Update Detail
v.1	17 08 22	Rachel Stuart Capital Planning Project Manager	Initial Draft – For Approval
v.2	30 01 23	Peter Skitt Project Director	Membership
v.3	23 05 23	Rachel Stuart Capital Planning Project Manager	Membership



Sexual Assault Referral Centre (SARC) ToRs



1. Introduction, Objective, Constitution, Scope, Timeframe, Reporting Structure.

Project Introduction:

The Sexual Referral Assault Centre (SARC) Project Group was established in the on 17th October 2022 with plans to develop a small scale capital refurbishment of Local Authority offices in Aberystwyth to allow Dyfed Powys Police to provide an adult SARC hub to form part of the Aberystwyth element of the Mid and West Wales 'hub and spoke' model of care for adults, in collaboration with Swansea Bay University Health Board (SBUHB) and the Mid and West Wales SARC model for acute paediatric care based in Swansea.

Project Objective:

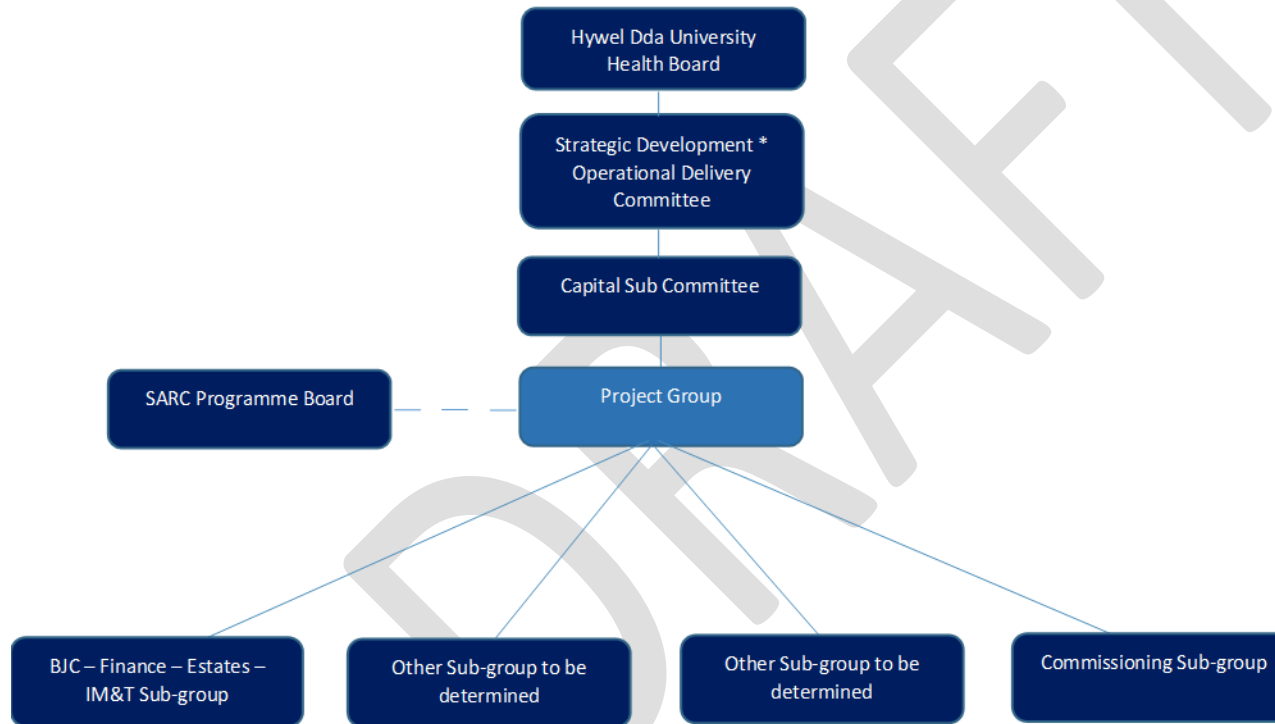
The aim of the project is to deliver SARC facilities which meet the standards required for ISO accreditation.

Project Constitution:

The Project Group operates in line with the principals of the 'NHS Wales Infrastructure Investment Guidance and will provide assurance that all planning and monitoring arrangements are robust to allow the Health Board and Dyfed Powys Police to manage the successful delivery of the overall project.

Project Scope: Options analysis to be undertaken during the development of the Business Justification Case (BJC). Currently there is one potential option to develop a small scale capital refurbishment of Local Authority offices in Aberystwyth.

Proposed Reporting Structure:





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2. Membership

The Senior Responsible Officer (SRO) for the scheme is Lee Davies, Director of Strategic Development & Operational Delivery and the Project Director is the Ceredigion County Director. A detailed description of the roles of the SRO and PD is provided in Chapter 5.

Members are expected to nominate deputies to attend in instances of unavoidable absence. Deputies must be suitably briefed and have delegated authority to contribute and make decisions and share key messages and delegate tasks as appropriate within departments and wider networks.

The membership of the Project Group is split into two categories:

- Core membership requiring attendance at project meetings.
- Circulation group to keep key internal and external stakeholders informed with attendance at project group meetings as and when required.

Proposed Core membership:

Name/s	Designation/s	Role
Lee Davies	Senior Responsible Office / Executive Director Strategic Development & Operational Delivery	<p>Defines the project objectives, ensuring that they are met to agreed time, cost and quality constraints;</p> <p>Represents the Health Board in defining what is required and oversees the effectiveness of the project group management team, ensuring the appropriate project management structure is in place to deliver the project objective and that the benefits are realized;</p> <p>Provides a broad specification of what the project should deliver and ensures that any change in circumstance affecting the project is evaluated and appropriate action taken.</p>
Peter Skitt	Project Director / Ceredigion County Director (Chair)	<p>Provide project leadership, management and direction;</p> <p>Act as the lead reporting officer for Board, Committees and Sub-committees;</p>

Name/s	Designation/s	Role
		<p>Brief key stakeholders on the projects progress, benefits, risks and financial arrangements</p> <p>Managing the Health Boards interest in the project, including co-ordination of and the production of the brief for the contractors.</p>
Louise Berner	Project Secretary	To provide administrative support to the Project Group.
Joanne Williams Anna Coote	Programme Director SARC NHS Wales Health Collaborative. Senior Project Manager SARC NHS Wales Health Collaborative	To provide leadership and management to ensure successful delivery of the project. To ensure that the Project Execution Plan is aligned to the overall Regional SARC delivery plan.
Sarah Thomas	Head of Sexual Assault Services New Pathways	To provide leadership and management to ensure successful delivery of the project. To ensure that the Project Execution Plan is aligned to the overall Regional SARC delivery plan.
Alison Perry	Dyfed Powys Police	To provide leadership and management to ensure successful delivery of the project. To ensure that the Project Execution Plan is aligned to the overall Regional SARC delivery plan.
Lisa Humphrey's	Interim General Manager Women & Children's Directorate (Chair Regional SARC Board)	To provide leadership and management to ensure successful delivery of the project. To ensure that the Project Execution Plan is aligned to the overall Regional SARC delivery plan.
Helen Munro	Sexual Reproductive Health Consultant	To provide leadership and management to ensure successful delivery of the project. To ensure that the Project Execution Plan is aligned to the overall Regional SARC delivery plan.
Sue Rees	Senior Infection Prevention Nurse	Provide professional infection control input into all relevant aspects of the project.
Kevin Morgan Julian Wheeler Jones	Major Capital Projects Manager DCP Estates Project Manager	Project architect and estates design lead; Preparation of the schedule of accommodation and Development Approval Form;

Name/s	Designation/s	Role
		<p>Co-ordination of tender and contracting processes;</p> <p>Liaise between the contractor and the Project Group on technical matters and progress reports;</p> <p>Production and monitoring of the Project Execution Plan timeline (estates implementation).</p>
<p>Paul Williams Stuart Irwin</p>	<p>Head of Property Performance Estates Senior Officer</p>	<p>To provide advice and support to the Project Group on property performance matters to include purchasing, leasing and Heads of Terms negotiations.</p>
<p>Rachel Stuart</p>	<p>Capital Planning Project Manager</p>	<p>Co-ordinate the planning process, including facilitation of governance arrangements; business justification case; project execution plan; project risk register, issues register, decisions escalation register, capital highlight reports; equality impact assessment; reports to Committee/Board as required.</p>
<p>Maggie Annison Penny Walker</p>	<p>Facilities Information and Capital Management Capital Administration Officer</p>	<p>Provide professional advice and support to the Project Group on equipping and commissioning.</p> <p>Establish relevant mechanisms to undertake the equipping necessary for the project;</p> <p>Liaise between the relevant services and Project Group to prepare a costed equipping schedule and co-ordinate the procurement as appropriate;</p> <p>Advise on room layouts and interior décor;</p> <p>Liaison between the services and IT to ensure effective communications are in place.</p>
<p>Paul Solloway Preet Singh</p>	<p>Deputy Digital Director Senior Project Manager</p>	<p>To lead on providing Information Management & Technology advice and support to the Project Group;</p> <p>To work closely with SARC services and estates design lead.</p>
<p>Jon Wilson</p>	<p>Clinical Engineering Lead Ceredigion</p>	<p>To lead on providing clinical engineering advice and support to the Project Group;</p>

Name/s	Designation/s	Role
		To work closely with SARC services and estates design lead.
Alun James	Head of Procurement	To lead on providing stores management advice and support to the Project Group;
Sarah Welsby Peter Evans	Business Partner Planning & Major Projects Finance Business Partner	To work closely with SARC services and estates design lead. Provide finance advice and support to the Project Group; Monitor project finance steam, providing financial report updates to the Project Group; Preparing the financial case and monitoring project finances; Ensuring robust capital and revenue budgets; Reporting financial status to the Project Group and Welsh Government (as appropriate).
Elizabeth Merriman Shelly Dony	Assistant Head of Workforce Workforce Planning Project Manager	Involvement unlikely to be determined? Provide leadership, direction and support to the Project Group on workforce planning.

Circulation Group:

Name/s	Designation/s	Role
Paul Williams	Assistant Director of Strategic Planning	Ensure planning guidance is adhered to. If required to act as a conduit between the Health Board and Welsh Government via <u>Welsh Government Capital Review Meetings</u> .
Matthew Willis Rita Stuart (Rep)	BGH Interim General Manager BGH Service Delivery Manager	Provide effective input into the project by providing advice and support to the Project Group on consistency between BGH plans and overall site/service development.



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As part of the BJC approval process the following members will be include in the circulation as necessary:

Name/s	Designation/s	Role
Keith Jones	Director of Hospitals	Ensure W&C guidance is adhered to regarding implementation
Rob Elliott	Director of Estates, Facilities and Capital Management	Ensure estate guidance is adhered to regarding implementation.
TBD	Community Health Council Representative	To undertake a scrutiny and advocacy role. Advise and support to the Project Group, providing an independent voice for people who use NHS services.

Sub-group Key Stakeholders: Addition members to be included following sub-group establishment as the project progresses:

Name/s	Designation/s	Role
Tim Harrison	Head of Health & Safety	To lead on providing Health & Safety advice and support to the Project Group; To work closely with SARC services and estates design lead.
TBD	Fire Safety Advisor	To lead on providing fire safety advice and support to the Project Group; To work closely with SARC services and estates design lead.
Communications Officer	TBD	Provide communications leadership, direction and support to the Project Group and update the communications and engagement plan as appropriate.
Engagement Officer	TBD	Provide engagement leadership, direction and support to the Project Group and update the communications and engagement plan as appropriate.



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3. Quoracy and Attendance

The membership of the Project Group shall be determined by the SRO and PD. A quorum shall consist of as a minimum the SRO/PD or delegated deputies and 1/3 membership. Should any member be unavailable to attend, they may appoint a fully briefed deputy who will have delegated authority to act on their behalf.

4. Proposed Principal Duties

- To ensure the project plans are aligned to the SARC Programme of work.
- To agree the services estate model solution to deliver the SARC hub to form part of the Aberystwyth element of the Mid and West Wales 'hub and spoke' model of care for adults,
- To ensure that all activity is managed and monitored to ensure the safe, efficient and effective delivery of SARC services.
- To ensure all governance processes are in place to include the management of risks, issues, decisions, emerging opportunities, constraints and dependencies.
- To ensure highlight reports are submitted to the Capital Sub Committee on a bi-monthly basis drawing specific attention to any significant matter under consideration by the projects sub-groups.
- Ensure appropriate escalation arrangements are in place to alert the Project Director/SRO of any urgent/critical matters that may compromise patient care or reputation of the Health Board and Dyfed Powys Police.
- ___To manage and oversee the development Equality Impact Assessment.
- ___To agree and establish various sub-groups to oversee the implementation of the project.
- ___To formally carry out a Post Project Evaluation within one year of the service being operational to assess whether it has achieved its spending objectives and report the findings to the Capital Sub Committee.

Agenda, Papers, Frequency of Meetings.

- The Project Group Secretary shall be provided by the Project Director, Chair.
- The Project Group Secretary is responsible for drafting agendas in collaboration with the Project Director.
- The Project Group meeting will be held monthly for 1.5 hours. Additional meetings will be arranged as determined by the Project Director (Chair).
- Meetings will be held via Microsoft Teams unless otherwise required and agreed with the PD. Microsoft Teams protocols to be followed.
- The Project Group Secretary is responsible for circulating papers three working days in advance of the meeting.
- The Project Group Secretary will service the meeting and circulate minutes and action notes approved by the Project Director within 7 working days.
- Members must forward amendments to the Project Secretary within the next seven days. The Project Secretary will then forward the final version to the Chair for



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approval.

- Meetings will be held monthly and reviewed periodically.

Standing Items to include:

- Status summary – Timeline key deliverables / milestones in the Project Plan.
- Project Risk Register
- Project Issues Register
- Project Decisions Register
- Project Finance Report

5. Reporting, Accountability, Authority, Review

- The Project Group shall be accountable to the SRO and Project Director.
- The Project Group shall embed the Health Board's vision, standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- The Chair will report back into the Capital Sub-Committee on Project Groups activity, decisions, risks and issues.
- The Project Group shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- Any urgent matters that may compromise patient care, affect the operation of the service and/or the reputation of the Health Board will be escalated to the SRO for the project via the Project Director.
- The Project Group will establish sub-groups or task and finish groups to carry out specific aspects of project business. The Project Group will receive written update reports following each meeting which details the business undertaken on its behalf.
- These Terms of Reference will be reviewed on a quarterly basis.

6. Links to Other Established Groups

SARC Programme Group. The Project Group will provide a project status highlight report as required.

Capital Sub-committee. Highlight reports on a bi-monthly basis.

Strategic Development and Operational Delivery Committee. As and when required.

HDdUHB – As and when required.