Banstead MRC Project Governance v2.1

South East Coast Ambulance Service NHS
NHS Foundation Trust

Executive Management Board
Chair: Chief Executive Officer

Estates Programme Board
Chair: Head of Procurement & Head of Strategic Estates

Banstead MRC Project Board
Chair: Programme Director, Strategic Estates

Frequency: Monthly
Attendees: Senior Project Manager, Associate Director of Operations, Associate Director of IT, Project Communications Manager, Head of Procurement & Head of Strategic Estates, Unions, Associate Director Operations (Resilience) , HR Business Partner, Head of Health & Safety, Head of IPC
Document requirements:
- *Finance, Highlight and Escalation Reports*
- *Sub Group Decision Log*

IT Subgroup
Chair: Senior Project Manager

Meeting Objective:
- Review and recommend design drawings
- Manage procurement, installation and testing of all hardware

Frequency: Weekly
Attendees: Associate Director of IT, Head of Critical Systems, Estates Programme Support Manager, Head of Infrastructure & Networks, IT Security Manager, IT Project Manager
Sign Off Authority: Associate Director of IT

Fleet and Stores & Logistics Subgroup
Chair: Senior Project Manager

Meeting Objective:
- Review and recommend design drawings in Fleet areas
- Manage procurement of Fleet tools
- Manage migration of Fleet operation to new site
- Manage procurement of Stores items

Frequency: Weekly
Attendees: Estates Programme Support Manager, Fleet Services Manager (x2), Logistics Manager, Fleet Area Workshop Manager, Head of Fleet Operations & Logistics, Logistics Service Manager, Estates Manager
Sign Off Authority: Head of Fleet Operations & Logistics

IPC / H&S / Occ Health Subgroup
Chair: Senior Project Manager

Meeting Objective:
- Review and recommend design drawings for all areas

Frequency: Bi-weekly
Attendees: Estates Programme Support Manager, IPC Lead, H&S Manager, Head of Inclusion & Wellbeing, Estates Manager, MRC Manager
Sign Off Authority: Head of IPC, Head of H&S

Ops / MRC / Medicines/Clin Ed Subgroup
Chair: Senior Project Manager

Meeting Objective:
- Review and recommend design drawings for MRC, Clin Ed and Medicines
- Manage procurement of furniture
- Manage plan for migration of staff

Frequency: Weekly
Attendees: Estates Programme Support Manager, Operations Manager, MRC Manager, Medicines Operational Lead Paramedic, Estates Manager, Head of Clinical Education (ad hoc)
Sign Off Authority: Associate Director of Operations, Chief Pharmacist, Head of Clinical Education

HR Subgroup
Chair: HR Business Partner

Meeting Objective:
- Plan and manage the HR consultation process
- Recruitment & retention planning

Frequency: Monthly
Attendees: TBC

Finance
Chair: Senior Project Manager

Meeting Objective:
- Review and update monthly forecast and actuals for project
- Review monthly cost report from contractors

Frequency: Monthly
Attendees: Estates Programme Support Manager, Financial Manager – Projects, Business & Investments

Communication Subgroup
Chair: Operations Manager

Meeting Objective:
- Develop & update Comms Plan

Frequency: Fortnightly
Attendees: Project Communications Manager, OD & Engagement Advisors, OTLs, H&S Manager, HR Business Partner, HR Advisor, MRC Manager, Union JPF

ACRP/Disposals Subgroup
Chair: Estates Property Services Manager

Meeting Objective:
- Manage disposals of ACRPs/Stations
- Reprovisions of ACRPs

Frequency: Monthly
Attendees: Head of Procurement & Head of Strategic Estates, Operations Manager