	<b>UNCLASSIFIED</b>			
	<b>NHS Number Mandate Programme Board ToR</b>			
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## NHS Number Programme Board Terms of Reference

**Amendment History:**

Version	Date	Amendment History
0.1	August 07	First draft for comment
0.2	September 2007	Comments and amendments from Michael Thick (change in Board make up) and Chris Ranger (Addition to responsibilities to include working with NPSA)
0.3	March 2008	Updated in light of confirmation of new SRO
0.4	April 2008	Updated in light of new organisational structure
0.5	August 2008	Change in Group Programme Director and secretariat
0.6	May 2009	Updates following April 2009 Board

**Forecast Changes:**

Anticipated Change	When

**Reviewers:**

This document must be reviewed by the following. Indicate any delegation for sign off.

Name	Signature	Title / Responsibility	Date	Version
Max Jones		Group Programme Director		0.6
Michael Thick		Chief Clinical Officer		0.6
Sandy Scales		Programme Director		0.6

**Approvals:**

This document requires the following approvals:

Name	Signature	Title / Responsibility	Date	Version
NHS Number Programme Board				

**Distribution:** NHS Number Programme Board

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## 1. Purpose

1.1 The purpose of this document is to describe the Terms of Reference for the NHS Number Programme Board. In particular it will describe the roles and responsibilities of the members.

1.2 The purpose of the NHS Number Programme Board is to support and provide governance to the programme in successfully mandating the NHS Number across the NHS.

1.3 Specifically the Board will:

- Approve the start of projects via acceptance of a project brief;
- Agree tolerances under which the programme will operate;
- Approve the NHS Number Programme Initiation Document;
- Approve baselined plans for projects that come under the NHS Number Programme Board;
- Provide guidance and direction to the programme, ensuring it remains within given constraints;
- Review highlight reports and plans to ensure that the programme is delivering within agreed time, quality and cost criteria;
- Approve any changes or exception plans outside of agreed tolerances;
- Provide assurance that all products have been delivered to the correct quality and that they are fit for purpose; and
- Approve closure of the NHS Number Programme.

## 2. Responsibilities

2.1 The Board supports the NHS Number Programme by collectively taking responsibility for

- Confirming Department of Health and NHS Connecting for Health strategic aims, anticipating potentially difficult issues and outlining solutions;
- Working with the National Patient Safety Agency (NPSA) to ensure full coverage of the patient safety aspects of the NHS Number as the unique patient identifier;
- Review and sign off NHS Number Business Plans;
- Supporting requests for financial and human resources for this programme;
- Monitoring and managing programme performance, and aspiring to best practice in programme governance;
- Expediting NHS Number Programme business and the delivery of pan programme objectives;
- Overseeing a system of prudent and effective controls as specified by NHS Connecting for Health quality control system;
- Assessing and managing programme level risks and issues, specifically those rated at 2C and above; and
- Protecting and enhancing the NHS Number Programme reputation.

### **3. Mode of Operation**

#### **Frequency**

3.1 The NHS Number Programme Board will meet every month.

#### **Secretariat**

3.2 The NHS Number Programme Board will be supported by resource within the NHS Numbers programme

3.3 The Board papers will be distributed one week before the Board meeting is to take place.

3.4 Additional agenda items will be requested two weeks before the Board meeting is to take place.

3.5 The Project Support Officer will minute Board meetings and send to the Chair of the Board for approval no later than two working days after the meeting has taken place.

3.6 Once approved by the Chair the Minutes will be circulated to Board Members.

#### **Highlight Reports and other Papers**

3.7 Board Members wishing to raise specific agenda items must notify the Programme Manager prior to the one week deadline for paper distribution. If items or papers are not received before this deadline then permission must be sought from the Chair of the Board and raised as any other business.

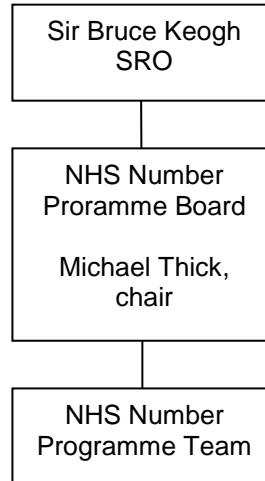
#### **Standing Agenda**

3.8 The following Standing agenda will be followed for each Board meeting unless specific items are raised for discussion.

- Apologies
- Minutes of the last Meeting
- Actions from previous meeting
- Highlight reports (including review of baselined plans)
- Risks & Issues
- Any other business

## 4. Composition of the Board

### 4.1 Organisation Structure



### 4.2 Board Membership

**Sir Bruce Keogh**, Department of Health, Senior Responsible Officer

**Prof Michael Thick**, Chief Clinical Officer, CFH (Chair)

**Max Jones**, Group Programme Director

**Sandy Scales**, Head of Programme, NHS Number

**Paul Amos**, Technical Lead, ISB HaSC

**Maureen Baker**, National Clinical Lead for Clinical Safety, CFH

**Prof Nick Black**, Professor of Health Services Research, London School of Hygiene & Tropical Medicine

**Parul Desai**, National Clinical Lead on Public Health, CFH

**Gerry Firkins**, Information Development Manager, Sheffield Teaching Hospitals

**Chris Fisher**, Consultant Clinical Neurophysiologist, South Tees NHS Trust

**James Hawkins**, Summary Care Record Programme Director, CFH

**Kevin Jarrold**, Director, LPfIT

**David Johnstone**, Chairman of Standards and Performance Network for ADASS

**Tony Newman-Sanders**, Clinical Lead, PACS

**Chris Ranger**, Partnership Development Manager, NPSA

**Mark Reynolds**, Demographics and SDS Programme Head

**Julie Tindale**, National Clinical Lead, NHS Number Programme

**Jeremy Thorpe**, Director of Information Systems & Business Architecture, CFH

**Marlene Winfield**, National Patient Lead, CFH

**Stuart Blake**, Programme Manager, NHS Number

### **4.3 Roles**

All members of the NHS Number Programme Board are responsible for the successful delivery of the programme as described in 1) Purpose and 2) Responsibilities.

### **5.1 Review of the Terms of Reference**

The NHS Number Programme Board will on an annual basis review these terms of reference and board membership