

## National Audit of Breast Cancer in Older Patients Project Board – Terms of Reference

### Project Board: Roles and responsibilities

The Project Board will be responsible for overseeing the delivery of the National Audit of Breast Cancer in Older Patients (NABCOP), as set out in the project proposal commissioned by the Healthcare Quality Improvement Partnership (HQIP).

The Project Board will be specifically responsible for:

- Overseeing the progress on the audit by reviewing deliverables and timeliness.
- Ensuring that the Project Team is working within the contracts covering the delivery of the Audit.
- Directing the strategic work of the Project Team.
- Ensuring that project is delivered within budget.
- Reviewing the risk assessment reports produced by the Project Team.
- Ensuring there are no breaches of the agreed protocols and procedures.

### Terms of Reference

- The Board will meet on at least a six monthly basis, or at key milestones, for the duration of the contract to deliver the work.
- The quorum for a Board meeting will be the chair and one member (excluding the Project Team), to include at least one Audit clinical lead and RCS representation.
- The agenda and papers will be distributed electronically at least five working days in advance of meetings. Board members should read all papers before the meeting so that they are informed and can contribute.
- If Board members are unable to attend a meeting, they are asked to: (i) send comments on relevant papers for decision at the meeting or, (ii) arrange for an alternative member of their representative body to attend.
- Meeting notes with action points will be distributed electronically within 10 working days of meeting.
- Meeting notes will be available for public scrutiny on the Audit website.
- Discussions within the Board may be considered confidential to the Board unless otherwise indicated.
- If a member wishes to leave the Board they should notify the chair and project manager, and the board will seek a suitable replacement.
- Board members share a responsibility to disseminate news of progress during the lifespan of the Audit to colleagues and members of their organisations.
- Members should inform the Board of any developments/changes within their areas of expertise which might influence the project.
- Members of the Board can claim expenses to attend meetings as per guidance within the Royal College of Surgeons expenses policy.