

COCH KISIIZI LINK PROJECT BOARD

OBJECTIVES AND TERMS OF REFERENCE

1.0 CONSTITUTION

1.1 The Trust Board has resolved to form a link between the Countess of Chester NHS Foundation Trust and Kisiizi Hospital, and to establish a Project Board to oversee this link.

2.0 MEMBERSHIP

2.1 Members have been selected from a broad base across the Trust from those individuals who expressed a willingness to facilitate the link. Replacement of members will be agreed by the Project Board.

2.2 The Chair will be a member of the Trust Board.

2.3 A Deputy Chair will be selected by the Chair.

2.4 Day to day leadership will be by a nominated project lead and management lead.

2.5 Membership will be for two years in the first instance, renewable thereafter.

2.6 A secretary to the Board will produce minutes and be responsible for administration.

3.0 PURPOSE

3.1 The purpose of this link will be to transfer ideas, knowledge, skills and training between Chester and Kisiizi. The link will seek to produce sustained benefit, and build capacity in Kisiizi.

3.2 The potential benefits of this link are great for both partners in terms of personal, professional and institutional development.

4.0 MEETING FREQUENCY AND QUORUM

- 4.1 The Board will meet at least six times per annum.
- 4.2 Decisions can be taken provided a minimum attendance of the Chair and 33% of the Board members are present.
- 4.3 A written record of all meetings will be produced and circulated to members.

5.0 GOVERNANCE OF THE PROJECT BOARD

- 5.1 The Project Board is responsible to the Trust Board.
- 5.2 It will, from time to time, produce reports for the Trust Board.
- 5.3 The Project Board will seek advice from the Tropical Health Education Trust.

6.0 FUNDS

- 6.1 Funds which the Project Board may raise, be given, or otherwise acquire will be maintained by the Finance Department.
- 6.2 Accounts will be made available to the Project Board from time to time.

**Approved by Project Board
Date 26th March 2008**

**Updated and Approved
September 12th 2008**

Review Date March 2010