

PFI JOINT LIAISON COMMITTEE

TERMS OF REFERENCE

Accountable to: SFH Board of Directors

MEMBERSHIP

Core membership	Quorate member
<u>Trust membership:</u>	
Chief Executive Officer, Sherwood Forest Hospitals	
Chairman, Sherwood Forest Hospitals	
Non-Executive Director, Sherwood Forest Hospitals	
Director of Strategic Planning & Commercial Development, Sherwood Forest Hospitals	*
Head of Estates & Facilities/Trust Representative, Sherwood Forest Hospitals	*
<u>Project Co Membership:</u>	
General Manager/Project Co. Representative, Central Nottinghamshire Hospitals plc	*
Chairman, Central Nottinghamshire Hospitals plc	*
Investment Director, Central Nottinghamshire Hospitals plc	*
<u>Others:</u>	
Hard/Soft FM representatives as when required	
Additional members may be invited to specific meetings with prior agreement between the Trust and CNH plc.	
<u>In attendance:</u>	
Project Co Administrator (Minutes)	

CHAIRMANSHIP OF THE GROUP

The chairmanship of the Group will be undertaken by the Chair of Project Co. The Deputy Chair will be a Trust nominated representative.

QUORACY REQUIREMENTS

The meeting will be deemed quorum when a minimum of one quorum member from each party is present at the meeting.

As per the PFI PA clause 12.4, if a representative is unavailable, the nominated alternate, will attend the Joint Liaison Committee, and shall have the same rights and powers as the representative.

PURPOSE OF THE GROUP

The functions of the Joint Liaison Committee shall, consistent with Clause 12 of the PFI Project Agreement:-

- Provide a means for the joint review of issues relating to all day to day aspects of the performance of the PFI Project Agreement
- Provide the contractual forum to the Trust and Project Co. for strategic discussion considering performance, governance, actual and anticipated changes in the market and business of the Trust, and discussion regarding possible variations of the Project Agreement to reflect those changes or for the more efficient performance of the Project Agreement.
- For the Trust to receive assurance of the compliancy of the FM services provided.
- Review the financial benchmark position of FM services provided and explore cost improvement opportunities of services in line with the Lord Carter recommendations and the DoH Code of Conduct for Operational PFI Contracts.
- Receive the Trust Estates & Facilities significant risk register for review and agree mitigation.
- In certain circumstances, pursuant to Schedule 26 of the Project Agreement, to provide a means of resolving disputes or disagreements between parties amicably.

FREQUENCY OF MEETINGS:

Meetings will take place bi-monthly

TIMING OF MEETINGS:

The meetings will be set a year in advance

AGENDA & PAPERS:

Minutes of the meeting will be administered by Project Co. and issued to the Trust Representative for review and agreement prior to the following Joint Liaison Committee. All actions to be allocated and a time for completion agreed within the Joint Liaison Meeting. Minutes of the meeting should not be issued to individual sub-contractors without the express agreement of the Trust and Project Co.

SUB COMMITTEES OF JLC

- Trust Estates & Facilities Governance Group

TERMS OF REFERENCE DOCUMENTATION CONTROL:

Approved by: Board of Directors

Date of Approval:

Review Date: 3 years from initial review

Key Contact: Head of Estates & Facilities