Rutland County Council

Catmose Expansion Project (CEP)

Capital Project Board

Terms of Reference

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Contents

Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

Version	Date	Notes
0.1	01 December 2020	Draft Document Created
V1.0	12th January 2021	Approved by Cabinet
V1.1	22 February 2021	To be Adopted by Rutland County Council following agreement and amends

Document Approval

This document requires the following approvals:

Sponsor Approval	Name	Date
Project Sponsor	Dawn Godfrey	01 December 2020
Sign off by Campus Board		

Document Distribution

This document will be distributed to:

Name	Method	Date
Campus Board	TBA	

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Voting members in Blue
Portfolio holder for Children's Services
Principal of Catmose College
One member of the Board of Trustees of Rutland & District Schools' Federation
Two further representatives of the Council
Two further representatives of representatives of Rutland and District Schools' Federation
Two representatives of the Contractor
A maximum of four representatives from users and other groups

Introduction

The purpose of this terms of reference document is to state the responsibilities of the Campus Board which acts as a Project Board for delivery of the Building programme associated with CEP Capital development and to provide leadership in delivering the project required.

Membership & Chairing

The Board will be chaired by the Principal of Catmose College. In the absence of the Chair, the meeting membership may elect any other Catmose Campus Board member to act as Chair for that meeting.

The Board business will be grouped to suit the two key purposes of the project to deliver;

1. Design Team Building project aims
2. Provide operational business planning oversight.

Core membership of the Board has been agreed by the Chair. The composition of this Board is as shown previously

Members may send deputies by exception only. Catmose College will support the running of this Board with assistance from RCC.

There may also be time limited task and finish groups established to drive actions as required, membership will be agreed by the Campus board .

Frequency of the Board

Meetings will be held as per the published schedule. Ad-hoc meetings may be held by agreement of the Chair as and when required. Meetings may, exceptionally, be cancelled by the Chair.

Responsibilities of the Board

The board fulfils its role by:

- Reporting to the Rutland County Council CEP Capital Programme Board as required (through updates and exception reporting and presentation of risk and issues logs)
- Effectively allocating and managing resources for the Project
- Monitoring the budget position and taking responsibility for ensuring the Project remains in budget
- Communicating the purpose of the board to staff and other stakeholders
- Monitoring the project implementation and improving its effectiveness as required
- Fulfilling the terms of the governance agreement put in place by RCC/Catmose College

Notes for each part of the meeting will be taken as follows;

1. Design Team Building project aims (notes for which will be taken by the Architect)
2. Provide operational business planning oversight (notes for which will be taken by Catmose College)

Reporting

The Board reports to the RCC CEP Capital Programme Board.

The board members shall draw to the attention of this Project Board, any issues that require further action or disclosure to the relevant management structures. In exceptional cases any members of the Board may escalate issues to their Senior Management Team.

The minutes of these meetings will be formally recorded and available to Board members and Programme Board members. When approved by the Chair the minutes will be published to all.

Papers for the Board

Agenda items may be raised by any member of the Board and should be communicated to Catmose College designated lead at least 7 working days in advance of any meeting. The agenda will be agreed with the Chair.

Draft minutes of each meeting will be circulated within 7 working days to Board Members for comment and will provide a clear record of decisions reached and actions agreed.

Minutes will be formally approved by the Board at the subsequent meeting. Designated Lead from Catmose College will maintain an Action Log, which will be reviewed at each meeting.

Decision making between Board meetings

It may sometimes be necessary for decisions to be taken between meetings due to the pressing timescales associated with the grant conditions, in cases where this is necessary, papers will be distributed by the Designated Lead from Catmose College according to the protocols agreed by members of the Board. Deadlines for responses will be set and decisions progressed by the Chair taking into consideration comments by Board members.

Final decisions in these circumstances will be ratified and recorded at the next Programme Board meeting.