



**Rutland**  
County Council

Rutland County Council

**Schools Capital Programme Board**

**Terms of Reference**

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Version: One

Date: 01 December 2020  
Classification: NOT PROTECTIVELY MARKED

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## Document Control, Approval and Distribution

### Version Control

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This document should be updated with any amendments:

| Version | Date             | Notes            |
|---------|------------------|------------------|
| 0.1     | 01 December 2020 | Document Created |

### Document Approval

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This document requires the following approvals:

| Sponsor Approval | Name         | Date             |
|------------------|--------------|------------------|
| Project Sponsor  | Dawn Godfrey | 01 December 2020 |

### Document Distribution

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This document will be distributed to:

| Name          | Method | Date             |
|---------------|--------|------------------|
| Project Board | Email  | 01 December 2020 |

### Introduction

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The purpose of this terms of reference document is to state the responsibilities of the Schools Capital Programme Board and to provide leadership in delivering the project required within the Council.

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## **Membership & Chairing**

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The Board will be chaired by the Interim Director for Childrens Services. In the absence of the Chair, the meeting membership may elect any other member to act as Chair for that meeting.

Membership of the Board has been agreed by the Chair. The composition of this Board and team members who are required to attend, will be done so by invitation. This is:

- Dawn Godfrey, Interim Director for Childrens Services (DG)
- Mona Walsh, Head of Property Services
- Gill Curtis (Head of Learning and Skills) (GC)
- Andrew Merry (Finance Manager) (AM)
- Robert Shore (Schools Capital Programme Manager) (RS)
- Dee Rajput (Programme Manager) (DR)
- Cllr David Wilby (Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion, and Safeguarding – Children & Young People) (DW)
- Cllr Oliver Helmsley (Leader of the Council) (OH)

Members may send deputies by exception only. The Programme t Manager (RS) will support the provision and running of this Board. Other professionals with specific expertise as required by the Board will be invited to contribute.

There will also be a Project Team established to drive actions as required, this will be led by Catmose College with clear communication line to the Programme Board. Membership is likely to include:

- Catmose College (Chair)
- Robert Shore (CEP Capital Programme Manager)
- Dee Rajput (Programme Manager)
- Lewis Hopcroft (Surveyor)
- Laura Daughtry (Finance Accountant)

## **Frequency of the Board**

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Meetings will be held as per the Governance arrangements. 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**

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The board fulfils their leadership role by:

- Taking strategic decisions on the Schools Capital Programme and how it will impact on the Council
- Effectively allocating and managing resources for the Programme
- Monitoring the budget position and taking responsibility for the Programme spend
- Communicating the purpose of the board to staff and other stakeholders
- Monitoring the programme implementation and improving its effectiveness as required

## **Reporting**

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The board members shall draw to the attention of this 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 the Senior Management Team.

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

### **Papers for the Board**

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Agenda items may be raised by any member of the Board and should be communicated to the Programme Manager at least 7 working days in advance of any meeting.

Draft meeting record 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.

The meeting record will be formally approved by the Board at the subsequent meeting. The Programme Manager will maintain a Risk and Action Log, which will be reviewed at each meeting.

### **Decision making between Board meetings**

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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 Programme Manager 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.

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