



**Rutland**  
County Council

Rutland County Council

## **Corporate Asset Programme (CAP)**

### **Project Board - Terms of Reference (ToR)**

|                 |                                       |
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## Document Control, Approval and Distribution

### Version Control

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This document should be updated with any amendments:

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### Document Approval

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This document requires the following approvals:

| Sponsor Approval | Name                        | Date |
|------------------|-----------------------------|------|
| Project Sponsor  | Penny Sharp Director Places |      |
| Project Board    |                             |      |

### Document Distribution

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This document will be distributed to:

| Name                        | Method | Date |
|-----------------------------|--------|------|
| Project Team, Project Board | Email  |      |
|                             |        |      |

## **Introduction**

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

The project includes the procurement of supplier(s) to provide services, on behalf of the Council.

## **Membership & Chairing**

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The Board will be chaired by the Director of Places, Penny Sharp. 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 Rutland County Council. The composition of this Board and team members:

- Penny Sharp (Director Places + Chair + Sponsor)
- Mona Walsh (Head of Property)
- Cllr Lucy Stephenson (Portfolio Holder - Property)
- Cllr Karen Payne (Portfolio Holder - Finance)
- Mark Andrews (Chief Executive)
- Sav Della Rocca (Director Places + Finance Lead)

Members may send deputies by exception only. [TBC - name of project manager] will support the provision and running of this Board as the project manager.

## **Frequency of the Board**

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Meetings will be held monthly (TBC at the first project board). 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:

- Provide mechanism for CLT to make decisions or recommendations to Council/Cabinet (as a pre-cursor to Cabinet/Council)
- Members are advisory to provide guidance on political steer, ownership by Cabinet and to keep officers in check (around timescales, risks, public requirements, etc.)
- Effectively allocating and managing resources for the project implementation and delivery
- Communicating the purpose of the board to staff and other stakeholders
- Monitoring the implementation, procurement and delivery of the project to improve its effectiveness
- Overview of project budget
- Management of change
- Issues and risk management
- Determine future delivery model

## **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 RCC members of the Board may escalate issues to the Corporate Management Team.

The minutes 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**

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

Draft minutes of each meeting will be circulated within 2 working days of the next meeting 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. The Project Manager will maintain an Actions Log and a Risk & Issues Log, which will be reviewed at each meeting.