



**Melton
Borough
Council**



LUF Executive Programme Board - Terms of Reference

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Document Control, Approval and Distribution

Version Control

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Document Approval

This document requires the following approvals:

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Introduction

The purpose of this terms of reference document is to state the responsibilities of the Levelling Programme Delivery Board who will be providing support, guidance and leadership through acting as an advisory group to the Cabinet.

Purpose of the Executive Board is:

1. To provide overall strategic direction for the LUF Programme and its constituent Projects including:
 - Mobihub and related Transport
 - Meditech Centre
 - Visitor Economy
 - Stockyard
 - Theatre in Melton
2. To ensure sufficient and adequate processes and resources are put in place to secure, forecast, monitor and assure Programme funding and expenditure in accordance with RCC audit and assurance processes and the Department for Levelling UP Homes and Communities MoU and Assurance Framework.

Membership & Chairing

The Chair is Mark Andrews, Rutland County Council (RCC) Chief Executive and SRPO. If the Chair is to be absent from a meeting, the Chair will appoint another board member to chair the meeting. Membership of the group has been agreed by the Chair, Group Leaders and Portfolio Holder. The composition of this group and team members who are required to attend, will be done so by invitation.

The membership will be comprised of:

- Chair - RCC Chief Executive (as Accountable Body)
- Melton Chief Exec
- Rutland and Melton Leaders
- Rutland & Melton Economic Portfolio holders
- LUF Programme Manager – TBC
- Programme Leads Rutland & Melton
- Communications Lead – TBC
- Finance/S151 Leads Rutland & Melton

Standing attendees include:

- Programme Support
- Programme Manager

Other Council officers, representatives from external agencies and external advisers may attend board meetings if invited by the Chair.

Members may send named deputies by exception. Meeting papers will be shared with the members of the group and nominated deputies.

The Hed of Sustainable Economy will support the provision and running of this group.

Frequency of the Executive Programme Board

Quarterly or more frequently if required.

Attendance at meetings may be in person or by video call or conference call.

The board shall have full power to regulate the frequency and procedures for its meetings and any sub-committees.

Responsibilities of the Executive Programme Board

The main responsibilities of the board are to:

- i. Confirm and communicate the vision for the Rutland and Melton LUF Programme and how the vision is to be achieved.
- ii. Be accountable for the successful delivery of the LUF Programme.
- iii. Authorise individual projects in the Programme to continue at each decision point. Programme Board has the delegated authority to authorise at each decision point.
- iv. Create an environment where the board can plan, agree and implement the measures necessary for the LUF programme to be successful.
- v. Provide visible leadership and support to champion the programme throughout the wider organisation, delivery partners and with relevant stakeholders.
- vi. Set the direction for the programme and approve the baseline programme milestones, costs, scope, quality and target benefits.
- vii. Define acceptable levels of risk (tolerances) for the programme and its constituent projects.
- viii. Ensure that the programme delivers within agreed boundaries of cost, timescales, organisational impact and benefits realisation.
- ix. Resolve strategic risks, issues and conflicts as necessary to ensure progress.
- x. Coordinate allocated project resources and resolve conflicting resourcing demands.
- xi. Ensure that processes and procedures are in place to deliver value for money and that procurement decisions are taken in accordance within agreed delegated authorities.
- xii. Ensure that appropriate resources are made available when required, escalating risks and issues as necessary.
- xiii. Oversee Programme communications and stakeholder management.
- xiv. Oversee all LUF Programme reporting and compliance with the LUF MoU and in accordance with RCC procedures.
- xv. Escalate issues to the appropriate body (Cabinet, Council, DLUHC).
- xvi. Approve end project reports and reviews including lessons learned.
- xvii. Responsible for overseeing the post-contract conditions for the programme.

Agendas & Minutes

The Chair in consultation with the other board members shall determine the dates and agenda for the meetings of the board.

Notices and agendas shall so far as reasonably practicable be circulated at least 3 clear business days in advance to the persons attending the meeting together with the minutes and actions from the preceding board meeting.

The minutes and actions of the meetings of the board shall be circulated promptly to all members of the board.

Quorum

The quorum shall consist of 50% of the board members. Minimum of 1 political member from each council.

Escalation Path

The programme is being managed jointly by both Councils with Rutland as the Accountable Body with overall responsibility to DLUHC. Rutland CC is the signatory on a Memorandum of Understanding with DLUHC and has a Back to Back agreement with Melton BC reflecting this.

The LUF Executive Programme Board includes Political Leaders and portfolio holders from both Councils allowing decisions on normal programme variations, in turn reflecting the DLUHC Project Adjustment Request (PAR) process where changes to finances, outputs and outcomes below 30% variance are treated as minor and do not require escalation.

Key Decisions, including procurement routes will be made by each Cabinet. Major issues (above 30% variance to the programme) to be raised / escalated to each Cabinet and emergency meetings to be called where necessary.

Issues impacting the milestones, financial forecasting and timeline of the programme will be reflected in normal quarterly returns to DLUHC and escalated to DLUHC outside of the Quarterly return process, as agreed with the Board if above 30% variance.

The LUF Programme Manager will escalate variances to the Directors and Board when above 10% change to project finances, outcomes and/or outputs.

DLUHC will allow Accountable Bodies to make decisions locally (rather than referring to the Department through the PAR process) on project changes that relate to up to 30% change in funding profile and up to 30% change in output and outcomes. This is provided the project remains materially the same (see further guidance Project Adjustment Request (PAR) changes: Town Deals, Levelling Up, and Future High Street Funds - GOV.UK (www.gov.uk)). Changes which exceed these thresholds will need to be referred to the Department through the PAR process in the usual way. DLUHC will not be able to consider any increase to agreed funding allocations.