

LUF Delivery Board - Terms of Reference

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Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

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Document Approval

This document requires the following approvals:

Sponsor Approval	Name	Date

Document Distribution

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Introduction

The purpose of this terms of reference document is to state the responsibilities of the Levelling Delivery Board who will be providing the support and guidance to enable the projects to be delivered.

Purpose of the Delivery Board is:

1. To provide support for the LUF 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 ensure project delivery is possible on time and within scope and budget.
3. To remove any blockers to progress, review and mitigate risks and to escalate any problems that may arise.

Membership & Chairing

The Chair is Penny Sharp, Rutland County Council (RCC) Director of Place. If the Chair is to be absent from a meeting, the Chair will appoint another member to chair the meeting. Membership of the group has been agreed by the Chair. 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 Director of Place
- Melton Director of Place
- Rutland Programme Lead – Head of Sustainable Economy
- Melton Programme Lead – Assistant Director of Regeneration and UKSPF
- Rutland Finance/S151 Lead
- Melton Finance/S151 Lead
- LUF Programme Manager
- Communications Lead

Standing attendees include:

- Programme Support

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

Frequency of the Executive Programme Board

Monthly 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. Provide the basis for the successful delivery of the LUF Programme.
- ii. Progress individual projects in the Programme to continue at each decision point, which then go to the Programme Board who has the delegated authority to authorise at each decision point.
- iii. Create an environment where the board can plan, agree and implement the measures necessary for the LUF projects to be successful.
- iv. Provide visible leadership and support to the projects throughout the each organisation, delivery partners and with relevant stakeholders.
- v. Set the direction for the projects and approve the baseline project milestones, costs, scope, quality and target benefits.
- vi. Define acceptable levels of risk (tolerances) for the projects.
- vii. Ensure that the projects delivers within agreed boundaries of cost, timescales, organisational impact and benefits realisation.
- viii. Help resolve strategic risks, issues and conflicts as necessary to ensure progress or escalate as necessary.
- ix. Help coordinate allocated project resources and avoid conflicting resourcing demands.
- x. Ensure that appropriate resources are made available when required, escalating risks and issues as necessary.
- xi. Plan projects communications and stakeholder management.
- xii. Approve end project reports and reviews including lessons learned.
- xiii. Responsible for overseeing the post-contract conditions for the projects.

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 group members. Minimum of 1 Director.