

## **APPENDIX A**

### **Lichfield City Centre Masterplan – Project Board**

#### ***Terms of Reference***

- 1) The Project Board will be constituted as a sub-group of the Cabinet and report into Cabinet as necessary.
- 2) The Project Board will update the Cabinet as to progress with its work and make recommendations for consideration and decisions that exceed the delegated authority thresholds by the Cabinet.
- 3) The Project Board will update the Member Task & Finish Group on the work programme and will receive any recommendations given by the Member Task & Finish Group for consideration by the Project Board
- 4) The Project Board will comprise of 3 elected Members drawn from the Cabinet, the Cabinet Member for Major Projects and Economic Development (Chair), the Cabinet Member for Innovation, Commercialisation and Corporate Services and the Cabinet Member for Finance, Procurement, Customer Services, Revenues & Benefits. The Project Board will be supported by relevant Council officers in its work.
- 5) All Members must be present at meetings for a quorum to be achieved. There is the ability to change the composition of the Group at any given time in agreement with the existing Project Board and for specialist advisors or replacement or additional officers to be brought onto the Project Board as necessary.
- 7) In carrying out its business, the Project Board will be supported by the Head of Economic Growth & Development, the Major Development Projects Manager, the Chief Executive, the Head of Finance & Procurement (Section 151) and other Council officers as and when required. The Project Board will also be able to call upon external advisors to provide advice and guidance supplementing that of officers.
- 8) The Project Board will determine the regularity of its meetings but be conscious of the need to coordinate these having regard to the Cabinet/Council cycle of meetings set down in the corporate calendar.
- 9) Meeting agendas and related papers will be prepared by Council officers, agreed by the Project Board Chairman and circulated to the Project Board members at least 5 working days prior to meetings
- 10) The Project Board will formulate and agree a work programme. The work programme will accord with the key purposes of the Group and other considerations as set out below:
  - The Project Board respects confidentiality when discussing the project, with an awareness that not all information could or should be shared within a public domain during the same timescales.
  - The Project Board's overarching purpose will be to consider key issues and progress relevant to the Lichfield City Centre Masterplan proposals and the Delivery Plan to implement these

proposals. A work programme will be the control document for the implementation of the Delivery Plan.

- The Project Board will provide strategic control, direction and accountability for the way in which the project is progressed
- The Project Board will take decisions in a timely manner and ensure that decisions are taken by the appropriate body or individual
- The Project Board will submit the work programme to the Member Task & Finish Group and will consider the views and recommendations of the Member Task & Finish Group in decision making.
- In assessing the work programme, the Project Board will have regard to the need to deliver the work programme to budget, time and quality.
- The Project Board will also have regard to all existing strategies, policies and plans which impact upon the delivery of the work programme.
- The Project Board will assess the proposed projects within the work programme in order to be reassured that they will be effective, required and deliverable.
- The Project Board will ensure that Leadership Team, Cabinet and Members of the Economic Growth, Environment & Development (O&S) Committee are properly informed and engaged.
- The Project Board will ensure that costs associated with the project are properly identified and funded and the Council's financial regulations are observed
- The Project Board will ensure that the project is properly resourced and that key individuals are properly supported
- The Project Board will ensure that there are adequate and effective communication channels between all involved and that an appropriate communications plan and stakeholder strategy is developed and implemented
- The Project Board will ensure that risks are properly identified, assigned and managed.

## **Lichfield City Centre Masterplan - Member Task & Finish Group**

### ***Terms of Reference***

- 1) The Task Group will be constituted as a sub-group of the Economic Growth, Environment and Development (Overview and Scrutiny) Committee and report into the main EGED (O&S) Committee.
- 2) The Group will update the main EGED (O&S) Committee as to progress with its work and make recommendations for consideration by the EGED (O&S) Committee. Recommendations from the EGED (O&S) Committee will duly be made to the Council's Cabinet for consideration and decision.
- 3) The Group will comprise of 5 elected members drawn from the Economic Growth, Environment and Development (Overview and Scrutiny) Committee.
- 4) Membership will be cross-party though the chairmanship will lie with the Council's ruling group.
- 5) At its first meeting the Group will elect a chair and agree the length of chairmanship. A Vice-Chair will also be elected and will perform the role of the chair at any such time as the Chairman is absent for meetings.
- 6) In carrying out its business, the Group will be supported by the Cabinet Member for Major Projects and Economic Development, the Council's Major Development Project Manager and other Council officers as and when required. The Group will also be able to call upon external advisors to provide advice and guidance supplementing that of officers.
- 7) The Group will determine the regularity of its meetings but be conscious of the need to coordinate these having regard to the EGED (O&S) Committee cycle of meetings set down in the corporate calendar.
- 8) Meeting agendas and related papers will be prepared by Council officers, agreed by the Task Group Chairman and circulated to the Task Group members at least 5 working days prior to meetings
- 9) The Group will agree a work programme as set out by the Project Board. The work programme will accord with the key purposes of the Group and other considerations as set out below:
  - The Group respects confidentiality when discussing the project, with an awareness that not all information could or would be shared within a public domain during the same timescales.
  - The Group's overarching purpose will be to consider key issues and progress relevant to the Lichfield City Centre Masterplan proposals and the Delivery Plan to implement these proposals.
  - The Group will consider the work programme set out by the Project Board and make recommendations to the Project Board as required
  - In assessing the work programme, the Group will have regard to the need to deliver the work programme to budget, time and quality.
  - The Group will also have regard to all existing strategies, policies and plans which impact upon the delivery of the work programme.
  - The Group will both provide member scrutiny into costs associated with the work programme and projects
  - The Group will assess the proposed projects in order to be reassured that they will be effective, required and deliverable.

10) The Group will make recommendations to the Project Board for its consideration prior to key decisions being taken.