

Terms of Reference:

Project Board:

- The Project Board will seek from Full Council responsibility for the overall direction and management of the project within approved budgets.
- The Project Board may, following approval from Full Council, be responsible for delegated budgets, however any variations (over or underspends) must be reported to Full Council and a rectification plan should be presented.
- The Project Board, following the appropriate consent of Council, will authorise all major plans and any major deviations from agreed stage plans. Although any funding required beyond approved budgets will need to be brought back for the consideration of Full Council.
- The Project Board is the project's voice to the outside world in consultation with the Council's PR Team must approve as a group any publicity or other dissemination of information about the project.
- The Project Board will commit to the principle of management by exception.
- The Project Board will sign off the completion of each stage plan and authorise the start of the next stage plan.
- The Project Board will ensure that required resources are committed and will arbitrate on conflicts with the project and negotiate solutions.
- The Project Board will in addition to the requirements of the Council's Financial Regulations approve the appointment of the Project Manager and ensure the delegation of Quality Assurance Procedures.
- The Project Board will be chaired by the Chief Executive and Director of Children's Services. In his absence the position will be filled by the Chairman of Council.
- Appointment to the Project Board is through the agreement of Full Council.
- All members of the board are equal partners and decisions should be reached by consensus rather than voting.

At the start of the project the Board will:

- Approve the start of the Project via the Project Brief
- Agree with the Project Manager their responsibilities and tolerances
- Confirm project tolerances
- Specify external constraints, such as quality assurance requirements
- Approve a Project Initiation Document
- Commit project resources for the required next Stage Plan
- Ensure that appropriate reports are presented to Full Council and other stakeholders such as the Governing Body and Diocese to ensure partners are informed of progress.
- To ensure that there is full and meaningful community consultation at the early stage of the project. This must include consultation with all key stakeholders and with young people themselves.

- Ensure that the project is compliant with the requirements of the Council's Financial Regulations.

As the project progresses the project Board will:

- Provide guidance and direction to the Project
- Review each completed Stage Plan and approve progress to the next
- Approve each stage plan and any Exception Plans
- Accept ownership of identified risks and seek to mitigate risk
- Approve changes
- Ensure compliance with programme management directives
- Ensure that continued reports are presented to Full Council and other stakeholders such as the Governing Body and Diocese to ensure partners are informed of progress.

At the end of the project:

- Provide assurances that all products have been delivered satisfactorily
- Provide assurances that all acceptance criteria have been met.
- Approve the end of Project Report
- Approve the Lessons Learned Report
- Send Project Closure notification