

Weyside Urban Village (WUV)

Governance Board Terms of Reference

Purpose of the Governance Board

The Council is engaged in a long-term project to redevelop the Slyfield area of Guildford on land primarily owned by Guildford Borough Council (GBC) and Thames Water (TW), Surrey County Council (SCC) own a small % of the development site . This is a complex project, it includes the relocation and construction of a new sewage treatment plant, relocation and construction of the Council's operational services depot, development of some light industrial units, the relocation and construction of new waste facilities for SCC and the construction of up to 1,500 new homes, along with the necessary supporting infrastructure.

It is critical that a project of this size receives oversight from senior managers from across the Council alongside the Lead Councillors. The purpose of the Governance Board is to assist the Programme Manager with managing the project and assisting with making key decisions throughout the Weyside Urban Village project lifecycle. The need to form a Governance Board for a project of this size and complexity will also assist with ensuring that this programme continues to meet the corporate governance requirements.

The Programme Team

The Programme Team consists of both Council officers and external consultants employed that are actively working on the WUV project on a daily basis.

Programme Team members currently consist of:

- James Whiteman – Managing Director, GBC
- Michael Lee-Dickson – Regeneration Lead, GBC
- Claudia Frost – Senior Programme Manager, GBC
- Nick Haverly – Financial Analyst, GBC
- Leigh Edwards – Development Surveyor, GBC
- Caroline Cheesman – Programme Support, GBC
- Claire Morris – Director of Finance and S151 Officer, GBC

The Project Steering Group

The Project Steering Group consists of both council officers and external consultants employed that are actively working on the SARP project on a daily basis. Project Steering Group meetings are held on a monthly basis as well as on an ad-hoc basis, if required.

The Governance Board

The Governance Board is a monitoring body that will comprise membership from across the Council. To ensure the appropriate level of monitoring, these will include positions of senior management or expertise necessary to guide key decision making on WUV.

On occasion, invitations could be extended to external parties. Members will be expected to give their expert opinions to guide key decisions on the project. Members will also be expected to convey information back from the Governance Board meetings to their service areas, and in particular comment on any key interfaces and dependencies that may exist between their service areas and WUV.

Governance Board membership will comprise of the following:

- Joss Bigmore, Leader of the Council, GBC
- Caroline Reeves – Deputy Council Leader, GBC
- John Rigg –Lead Councillor for Regeneration, GBC
- Jan Harwood – Lead Councillor for Climate Change, GBC
- James Whiteman – Managing Director, GBC
- Ian Doyle – Director of Service Delivery, GBC
- Strategic Services Director, GBC
- Claire Morris – Head of Financial Services and S151 Officer, GBC
- Michael Lee-Dickson – WUV Regeneration Lead, GBC
- Sarah White - Lead Specialist, Legal, GBC
- Claudia Frost – Senior Programme Manager, GBC
- Nick Haverly, Financial Analyst, GBC
- Leigh Edwards – Interim Development Surveyor, GBC
- Caroline Cheesman – Programme Support, GBC

Where named meeting attendees cannot be present, they are able to nominate a deputy. A deputy is to be confirmed a week before the project board meeting which the said deputy is nominated to attend, subject to agreement by both the project sponsor and project manager.

Meeting Frequency and distribution of papers

The Governance Board will meet quarterly throughout the lifecycle of the project, preferably at the Council offices at Millmead. At points throughout the project, matters may arise requiring discussion within the intervening period. When an event such as this arises, the Project Manager may convene a special Governance Board meeting.

The meeting agenda and any papers will be distributed by either the WUV Regeneration Lead or WUV Programme Support Officer a few days before the Governance Board meeting takes place. Where papers may require a significant review time, papers will be circulated a week in advance of the meeting.

The meeting minutes will be circulated by either the WUV Regeneration Lead or WUV Programme Support Officer within a week of the date of the meeting. Attendees will be given a week to respond to request any alterations to the meeting minutes, including the minuted actions and decisions.

Issue Escalation

Where matters arising cannot be resolved by the Governance Board, the WUV Regeneration Lead will escalate the issue to the Executive for a decision.