

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 engaged by the Council to provide expert advice on the project.

Programme Team members currently consist of:

- Dawn Hudd – Strategic Services Director, GBC
- Claire Morris – Director of Finance and S151 Officer, GBC
- Abi Lewis - Head of Regeneration & Corporate Programmes
- Caroline Cheesman – Programme Support, GBC
- Cllr John Rigg
- An extensive external consultant team procured by the Council to deliver a range of specialist services for the project.

The Project Steering Group

The Project Steering Group consists of both council officers and external consultants employed that are actively working on the Weyside Urban Village Programme 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 Weyside Urban Village.

Governance Board membership will comprise of the following:

- Cllr Joss Bigmore - Leader of the Council
- Cllr Julia McShane - Deputy Council Leader
- Cllr John Rigg - Lead Councillor for Regeneration (Chair)
- Cllr Fiona White
- Cllr Angela Gunning
- Cllr Angela Goodwin
- Tom Horwood - Joint Chief Executive
- Ian Doyle - Director of Service Delivery
- Dawn Hudd - Strategic Services Director
- Claire Morris – Finance Director and S151 Officer
- Abi Lewis – Head of Regeneration & Corporate Programmes
- Claire Beesly – Senior Legal Specialist

Invitations will be extended to the external consultant team, as necessitated by the agenda.

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.

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.

Meeting Frequency and distribution of papers

The Governance Board will meet three times a year 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, an additional Governance Board meeting will be called.

The meeting agenda and any papers will be distributed by the Weyside 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 the Weyside 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, these will be escalated to the Major Projects Portfolio Board for a decision (and to the Executive where appropriate).