

Strategic Programmes & Projects Board Terms of Reference

Purpose

The purpose of the Strategic Programmes and Projects Board (SPPB) is to provide a robust governance and scrutiny model for the Council's extensive programme of major capital projects.

The board will mirror the Corporate Management Board (CMB) Enterprise Portfolio Board, and for the purpose of these terms of reference will receive reports from the four Delivery Boards listed below.

The Executive will make up SPPB and will be asked to provide direction, comment, check and challenge on issues that have been escalated from the Delivery Boards with a focus on emerging risks, issues and problems.

The four Delivery Boards are:

- Weyside Urban Village Delivery Board
- Housing Delivery Board
- Shaping Guildford's Future Delivery Board
- Capital, Transport and Infrastructure Delivery Board

Membership

- The Board will be comprised of the Executive Members and chaired by the Leader.
- The Lead Member for Regeneration will report to the board on behalf of the four Delivery Boards.

Supporting officers:

- Chief Executive
- Strategic Director – Place.
- Strategic Director – Transformation & Governance and Strategic Director Community Wellbeing as required.
- Executive Head of Regeneration and Planning Policy.
- Relevant programme/project officers and consultants as and when

required.

Role

- SPPB will be held four times a year in the Council Chamber and will be recorded.
- A schedule Executive Briefing slot will be used for the meetings.
- Key business will be:
 - To review the reports from the Delivery Boards with a focus on escalated risks/issues/problems/budget challenges and will note progress of the programmes and projects.
 - Look forward over the next quarter at any emerging risks/issues/progress milestones/constraints and interdependencies raised by the Delivery Boards.
 - Agendas will focus on the above and budget issues that require direction/input rather than general project updates.
 - Reporting will be by exception on an action log and escalations from the Delivery Boards.
- Additional meetings will be arranged where an urgent issue requires Executive consultation.
- Councillors will be expected to give their expert opinions to guide key decisions.
- Executive will be asked to comment on any key interfaces and dependencies that may exist between their service areas and the projects, work streams or capital programmes.
- Any recommendations that require a formal decision will proceed through the correct governance route to Executive and/or Council.

Officers will:

- Administer the meetings via the Democratic Services Team.
- Provide written updates on the programme and projects from the Delivery Boards, including a dashboard covering programme, and any escalated risks and budget issues.
- Maintain an action log.
- Report back from SPPB to the Delivery Boards on escalated issues.