

Strategic Programmes & Projects

Delivery Boards Terms of Reference

Purpose

The purpose of the four Delivery Boards, listed below, is to provide a robust governance and scrutiny model for the relevant Executive Councillors, and invited Board Members, to provide direction, comment, check and challenge on issues that require Member input with a focus on emerging risks, issues and problems relating the Council's major projects. The Boards will report into the Executive Strategic Programmes and Projects Board (SPPB).

The four Delivery Boards are:

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

Membership

Boards will be chaired by the Lead Member for Regeneration who will report to the SPPB quarterly.

- Other relevant Lead Members will be invited onto relevant Deliver Boards – eg: Housing.
- Finance Lead Member will be invited onto all Delivery Boards.
- Membership will be cross party and involve wider group of Members beyond Executive.
- Up to four other Councillors as selected by the Lead Member for Regeneration.
- Where appropriate, invitations can be extended to other Councillors, officers or external parties.

Supporting officers:

- Strategic Director – Place.
- Executive Head of Regeneration and Planning Policy.
- Relevant programme/project officers and consultants.

Role

- The Delivery Board meetings will be held three times a year.
- Key business will be:
 - To review last four months and status of risk/issues/problems/progress raised.
 - Look forward four months with focus on emerging risks/issues/progress milestones/constraints and interdependencies.
 - Agendas to focus on the above and budget issues that require direction/input rather than general project updates.
- The Boards will escalate risks/issues to SPPB where appropriate.
- Reporting will be by exception on an action log.
- Deep dives will be conducted into individual projects periodically.
- Change management governance will be in place.
- Frequency three times per annum but with additional meetings where an urgent issue requires Member consultation.
- Councillors will be expected to give their expert opinions to guide key decisions.
- Councillors are also expected to convey information back from the meetings to their groups.
- Executive Lead Members 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.

Officers will:

- Administer the meetings.
- Provide written updates on the programme and projects to the Boards, including a dashboard covering programme, risks and budget.

- Maintain an action log.

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