

## **Zero-Carbon Heat Network Project Board**

### **Terms of Reference – August 2021**

The Zero-Carbon Heat Network Project Board will perform the following functions: -

- To be accountable for the development of the project.
- To provide unified direction to the project and Project Manager and to ensure that project development is in line with Key Stakeholder strategies.
- To endorse the need for resources and funds for the project.
- To provide visible and sustained support for the Project Manager.
- To ensure effective communication within the project team and with external stakeholders.
- Consider other areas for discussion that may impact or affect the progression and delivery of the Zero Carbon Heat Network Project.
- To monitor and track the progress of the Zero Carbon Heat Network Project.
- To make recommendations to the Cabinet/Council as appropriate.

### **Membership and Role of the Working Group**

1. The Project Board shall comprise of individuals that represent the Key Stakeholders in the Heat Network as well as Key Senior Officers:
  - The Leader of the Council
  - The Executive Director of Finance and Resources
  - Head of Community and Housing Services
  - The Portfolio Holder for Environmental Services
  - The Bursar of Bromsgrove School
  - Head of Estates, Herefordshire & Worcestershire Health and Care Trust
2. It is suggested that the Project Board be chaired by the Leader of the Council with authority to delegate to the Deputy Chair. It is suggested the Deputy Chair is the Executive Director of Finance and Resources.

### **Rules of Operation**

1. The Project Board be established in accordance with the PRINCE2 project principles to provide a framework of good project practice and responsibility for the success of the project.
2. The Project Board will establish any constraints in which the Project Manager operates.
3. The Project Board can discuss but has no power to make decisions. However, it can make recommendations which would be considered by Cabinet/Council.
4. Meetings shall be held by exception.
5. For accuracy and transparency, notes and actions shall be taken of the matters considered.
6. Members are reminded that the rules set out in the Code of Conduct with regard to making declarations of interest will apply to the Project Board.