

BROMSGROVE LUF PROGRAMME BOARD

Terms of Reference

Draft v. 01

The Programme Board has a strategic role that includes several responsibilities / accountabilities:

- Provides overall strategic direction and guidance, ensuring that wider factors beyond the scope of the project (such as synergies with other council or partners' projects / interventions) are taken into account
- Ensures appropriate programme and project management systems, processes and procedures are implemented
- Is responsible for the overall success of the programme (i.e. delivery of programme and project outputs and outcomes)
- Approves the scope of the overall programme and projects
- Approves the programme and project budgets
- Makes key decisions and is responsible for the commitment of resources to the projects
- Signs off the overall programme plan and the project plans
- Signs off the completion of each project stage and authorises the start of the next stage (gateway approval)
- Resolves escalated issues from the Programme Delivery Team (i.e. which cannot be resolved by the Programme Manager)
- Sets project tolerance levels
- Approves major changes to the project scope, budget and duration
- Approves the key stakeholder and public engagement strategy and programme
- Approves the Project End Reports

The Programme Board meets every six weeks.

BROMSGROVE LUF PROGRAMME DELIVERY TEAM

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The Programme Delivery Team manages the delivery at the operational level, which includes the following responsibilities:

- Develops and maintains relevant programme and project management documentation:
 - Programme and project plans (tasks, milestones and dependencies)
 - Programme and project budgets and spend profiles / cashflows
 - Action logs
 - Instruction forms
 - Issues logs
 - Risk logs
 - Request for change forms
 - Highlight Reports
 - Evaluation reports
- Manages the delivery of the programme, projects according to the scope agreed by the Board
- Monitors and controls any change to the scope, budget and time at programme and project level and submits requests for change accordingly to the Programme Board / SRO
- Refers any issues to the Programme Board / SRO – an issue is a threat to the project objectives that has happened and cannot be resolved by the Programme Manager/Project Manager
- Ensures risks are being tracked and mitigated as effectively as possible
- Ensures effective communication between project leads, delivery partners and key stakeholders
- Submits Quarterly Programme Progress Reports to the Board
- Submits six-monthly progress reports to MHCLG

The Programme Team is composed of:

- Ostap Paparega, Head of NWedR
- Programme Manager (Delivery Manager), NWedR
- Jane Doyle, NWedR Communications Officer
- BDC input:

- Finance department
- Legal department
- Planning / Development Management
- Procurement
- Worcestershire Highways
- Professional Team lead / planning applications
- Consultants (attending meetings when necessary / relevant)
- Contractors

The Programme Team meets monthly. Project specific meetings may take place more frequently.