

Appendix 3

DRAFT Ashbourne Reborn Decision Making - Roles and Responsibilities

Project Board/Project Control Board

Project Boards are responsible for making day to day decisions about the project within the scope, timescales, budget and project deliverables (including but not limited to agreed outputs and outcomes) within the approved LUF bid. Such decisions should enable the efficient and effective management of the project and will include but not be limited to design decisions, delivery planning, works co-ordination, risk management, budget management and associated value engineering.

Where any decisions could negatively impact on the ability to deliver against LUF delivery commitments to the Department for Levelling Up, Housing and Communities (DLUHC), these must be escalated as recommendations to Programme Board with supporting information and will require appropriate approvals.

Commitments to DLUHC include agreed outputs and outcomes (see appended schedules) and key project elements set out in the approved bid and directly supporting value for money/BCR calculations. The proposed removal of any whole project element/area constitutes an immediate requirement for escalation of the decision. In addition, the Project Board should escalate decisions on cumulative impacts that could lead to a risk to delivering against commitments or have the potential to undermine the delivery of the agreed vision contained within the LUF bid.

Project Boards are responsible for monthly reporting to Programme Board and contributing to quarterly monitoring reporting to DLUHC.

Project Boards are responsible for agreeing the procurement of services to deliver the project, reflecting agreed Procurement Strategies, and the appointment of professional consultants and contractors. Procurement exercises for substantive contracts should be conducted in consultation with DDDC as the accountable body.

Financial decisions are subject to the conditions set out in the grant funding agreement and the project budget must be managed by the Project Board within the agreed LUF grant and match funding available. Related decisions that have implications for de-scoping project elements or have additional budgetary implications requiring partner agreement must be escalated to the Programme Board.

Project Boards should assess their decisions against DLUHC commitments prior to approval or escalation. The accountable body / individual Project Board members have the right to escalate a decision where a consensus cannot be reached about risk associated with the decision.

The decision-making process should include the following considerations-

Step 1 – if the decision to be made is consistent with the following criteria, the decision can usually be made at Project Board level:

- Within the DLUHC approved project scope
- Reflects and contributes to LUF / DLUHC commitments
- Within the agreed project budget
- In line with the agreed procurement strategy (where relevant)
- In line with the required delivery timeframe

- Does not have the potential to compromise the delivery of other required project elements either in isolation or as part of a cumulative impact

Step 2 – if one or more of the above criteria is not met, the decision should be escalated to Programme Board as a recommendation with supporting information including rationale, benefits, risks and associated mitigation.

Programme Board

Programme Board must, at the earliest opportunity, review any recommendations from Project Boards that may have an impact on the ability to fulfill commitments with DLUHC and seek to mitigate risk to the Ashbourne Reborn Programme.

In the event that it is not considered possible to mitigate the substantive impact on these commitments and an official Project Adjustment Request is likely to be required with DLUHC, these decisions must be escalated to Community and Environment Committee (DDDC) prior to further action. Supporting information must include but not be limited to implications for the scope of the programme, future grant payments, risk of clawback and reputational risk to Ashbourne Reborn and DDDC as the accountable body for the LUF grant funding.

Community and Environment Committee

Community and Environment Committee must approve any decisions regarding requests to DLUHC associated with Ashbourne Reborn that carry financial or reputational risk for Ashbourne Reborn or DDDC as the accountable body.