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# *ASHBOURNE REBORN*

Project Control Board – Terms of Reference

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# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme

## Terms of Reference

### Group Title:

- Project Control Board – Ashbourne Reborn - Highways and Public Realm Improvement Scheme

### Purpose and Objectives of the Group:

- Responsible for the overall delivery of all works associated with the Levelling Up 2 funded Ashbourne Reborn project that appertain to the Highways and Public Realm Improvement Scheme.
- To bring together key stakeholders to progress the project outlined within the approved Ashbourne Reborn Levelling Up Bid, which will drive progress to ensure delivery to the funding milestones.

### Project Board Membership:

- Derbyshire County Council – three representatives
- Derbyshire Dales District Council – three representatives
- Town Team – two representatives
- AshCom – one representative
- Ashbourne Town Council – one representative

### Regular Board Attendees (includes Board and Non-Project Board Members):

- |                        |        |
|------------------------|--------|
| • Cllr Simon Spencer   | DCC    |
| • Cllr Charlotte Cupit | DCC    |
| • Jim Seymour          | DCC    |
| • Kevin Parkes         | DCC    |
| • Laura Simpson        | DDDC   |
| • Giles Dann           | DDDC   |
| • Kim Dorrington       | TT     |
| • Tim Challans         | TT     |
| • Sue Bridgett         | AshCom |
| • Carole Dean          | ATC    |
| • Ryan Hunt            | Aecom  |
| • Scott Harris         | Aecom  |
| • Sue Hunter           | BPM    |
| • Jen Riley            | BPM    |
| • Ranbir Mander        | BPM    |

### Behaviours

- Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:
  - **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

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- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

### Decision Making:

- Board Members\*: 10 members with representation from
  - Derbyshire County Council (three places)
  - Derbyshire Dales District Council – three representatives
  - Town Team – two representatives
  - AshCom – one representative
  - Ashbourne Town Council – one representative
- Voting: a minimum of 7 votes in favour by board members is required to carry a recommendation or decision
  - \* This is a reference to 'Members of the Project Board' and does not refer to 'Elected Members'

### Decision Hierarchy



# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme

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### Meetings:

- Frequency of Meetings: Monthly
- Meeting Duration: 1.5hr – 2.5hr duration
- Draft Agenda to be circulated by BPM at least prior 1-week Minutes or Notes to be recorded and circulated by BPM within 5 days of the meeting for agreement

### Board Report Guidelines:

- Board Report to be kept short and succinct
- Maximum length of Appendices: Unlimited
- Board Report to be circulated by BPM alongside Agenda at least 7 days before the meeting

### Tasks and Powers:

#### Tasks:

- To progress and agree AR programme goals and project delivery<sup>1</sup>
- To provide appropriate guidance and support to the Overarching AR Programme Board, to assist with the development and implementation of the AR LUF proposals, both for the pre and post AR decision-making process<sup>2</sup>
- Review Declaration of Interests and Terms of Reference for AR Project Team Meetings
- Budget and programme responsibility for the AR strategic projects proposed within the LUF submission
- Keep the DCC and DDDC Cabinet Portfolio and members and Overarching AR Board up to date with progress and issues<sup>3</sup>
- Make recommendations to DCC and DDDC Cabinet Portfolio and Overarching AR Programme Board on what delivery actions should be pursued
- Provide support on quarterly claims returns to DLUHC<sup>4</sup>

#### Powers:

- Sign off reports and/or recommendations from Ashbourne Reborn Project Team Meetings, set out in a Board Report<sup>5</sup>
- Sign off Terms of Reference for Ashbourne Reborn Project Team Meetings
- Sign off Consultant Briefs, Scopes and Final Commissions on the project - All recommendations to be clearly set out in the Ashbourne Reborn Project Control Board Report<sup>6</sup>
- Sign off Business Cases, Communication Plans, Engagement Plans, Designs and Delivery Strategies, Consultation Plans
- Report all signed-off information to DCC and DDDC Cabinet Portfolio, and Overarching Ashbourne Reborn Programme Board
- Monitor delivery against Programme Milestones
- Monitor Budget and Expenditure against the grant funding agreement and project budget<sup>7</sup>

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<sup>1</sup> Schedule 1e.1&3

<sup>2</sup> Schedule 1e.5

<sup>3</sup> Schedule 1e.2

<sup>4</sup> Schedule 1e.4

<sup>5</sup> Schedule 1e.7,8&9

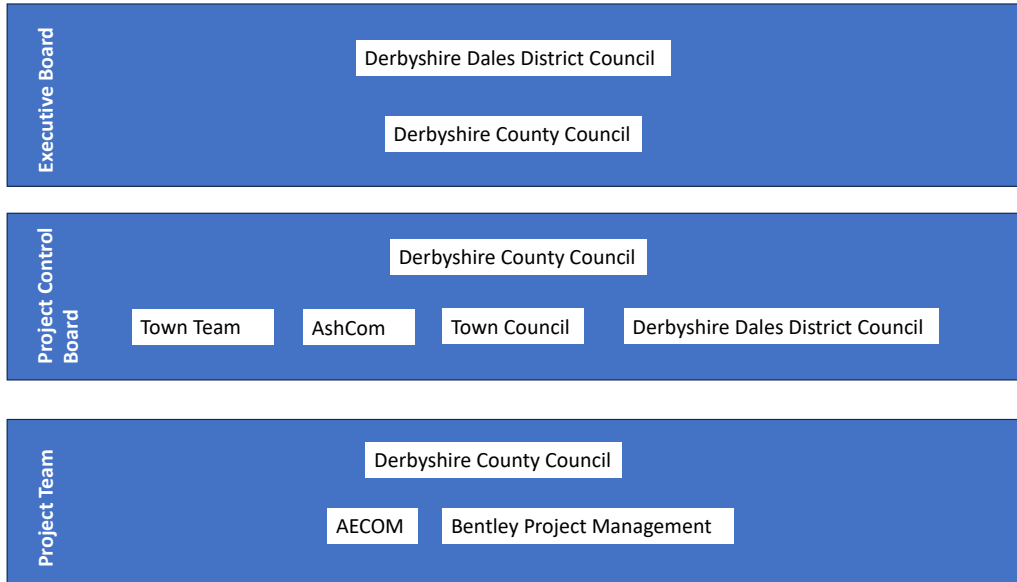
<sup>6</sup> Schedule 1e 9,10&11

<sup>7</sup> Schedule 1e.6

# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme Terms of Reference

## Overall Project Governance Structure:

The agreed Governance Structure for the Project is noted below:



## Reporting and Monitoring:

- The Project Board will report to the Ashbourne Reborn Programme Board on a monthly basis
- The Project Team will report to the Project Board

## Review of the Group:

- To be carried out every 6 months.