

# *ASHBOURNE REBORN*

Project Control Board – Terms of Reference

Date: 06<sup>th</sup> December 2023

## 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 overseeing 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<sup>1</sup>:

The quorum requirement for Project Control Board meetings to go ahead and make decisions is:

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

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

Name	Organisation	No. of Votes
Cllr Simon Spencer	Derbyshire County Council	1 vote
Cllr Charlotte Cupit	Derbyshire County Council	1 vote
Jim Seymour	Derbyshire County Council	
Kevin Parkes	Derbyshire County Council	1 vote
Gary Thompson	Derbyshire County Council	
Laura Simpson	Derbyshire Dales District Council	1 vote
Giles Dann	Derbyshire Dales District Council	1 vote
Kim Dorrington	Town Team	1 vote
Tim Challans	Town Team	1 vote
Sue Bridgett	AshCom	1 vote
Carole Dean	Ashbourne Town Council	1 vote
Ryan Hunt	Aecom	
Scott Harris	Aecom	
Caroline Vann-Pickering	Aecom	
Kathryn Ashton	Aecom	
Sue Hunter	Bentley Project Management	
Jen Riley	Bentley Project Management	
Ranbir Mander	Bentley Project Management	
Jamie Missenden	Galliford Try	
Tony Walker	Methodist Church	

---

<sup>1</sup> Refer to the appended Roles and Responsibilities Guidance.

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

### 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.
  - **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.
  - **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:

- All recommendations escalated to project control board for decision will be considered by the Core Members<sup>2</sup> of the Project Control Board.
- A quorum of 9 members will be required to make decisions, with representation from;
  - Derbyshire County Council - three representatives
  - Derbyshire Dales District Council – two representatives
  - Town Team – two representatives
  - AshCom – one representative
  - Ashbourne Town Council – one representative
- **Voting:** Project Control Board are to normally operate by consensus but where voting is required; a minimum of 6 votes in favour by board members is required to carry a recommendation or decision.

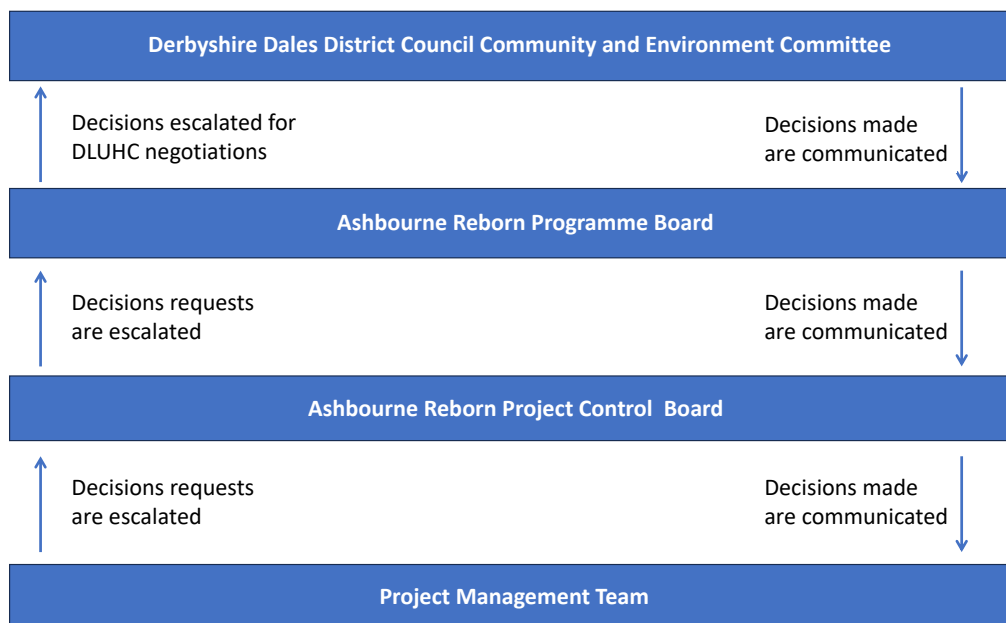
### Decision Hierarchy

---

<sup>2</sup> This is a reference to 'Members of the Project Board' and does not refer to other 'Elected Members'

# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme

## Terms of Reference



### 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 Bentley 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 Bentley alongside Agenda at least 7 days before the meeting.

### Tasks and Powers:

#### Tasks:

- To progress and agree AR programme goals and project delivery<sup>3</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>4</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>5</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>6</sup>.

<sup>3</sup> PCB Roles and Responsibilities items 1 & 3

<sup>4</sup> PCB Roles and Responsibilities item 5

<sup>5</sup> PCB Roles and Responsibilities item 2

<sup>6</sup> PCB Roles and Responsibilities item 4

# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme

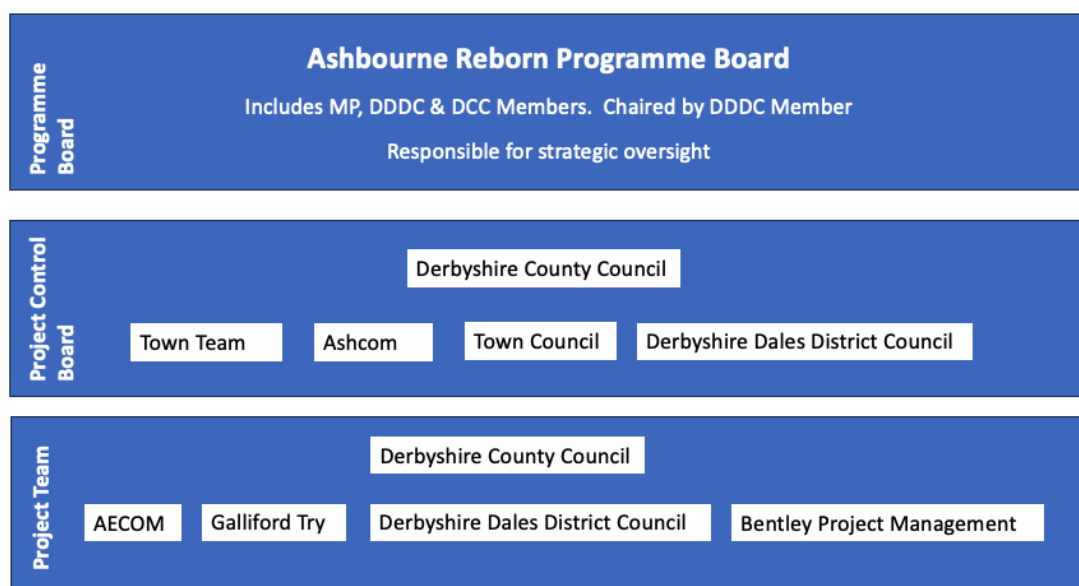
## Terms of Reference

### Powers:

- Sign off reports and/or recommendations from Ashbourne Reborn Project Team Meetings, set out in a Board Report<sup>7</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>8</sup>.
- Sign off Business Cases, Communication Plans, Engagement Plans, Designs and Delivery Strategies, Consultation Plans.
- Report all signed-off information to DCC and DDDC and Overarching Ashbourne Reborn Programme Board.
- Monitor delivery against Programme Milestones.
- Monitor Budget and Expenditure against the grant funding agreement and project budget<sup>9</sup>.
- Escalate decisions as required in line with the PCB Roles and Responsibilities<sup>10</sup>.

### 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 Terms of Reference:

- To be carried out every 6 months.

<sup>7</sup> PCB Roles and Responsibilities items.7, 8 & 9

<sup>8</sup> PCB Roles and Responsibilities items 9,10 & 11

<sup>9</sup> PCB Roles and Responsibilities item 6

<sup>10</sup> Refer to the appended Roles and Responsibilities

# Ashbourne Reborn LUF – Highways and Public Realm Improvement Scheme

## Terms of Reference

### Appendix 1

#### Project Control Board - Roles and Responsibilities Guidance

1. Project Boards are responsible for making material 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.
2. 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.
3. 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.
4. Project Boards are responsible for monthly reporting to Programme Board and contributing to quarterly monitoring reporting to DLUHC.
5. 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.
6. 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.
7. 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.
8. The decision-making process should include the following considerations-
  - Step 1 – if the decision to be made is consistent with the following criteria, then the decision can 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

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

- 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**

9. 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.
10. 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 DDC as the accountable body for the LUF grant funding.

### **Community and Environment Committee**

11. 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 DDC as the accountable body.