

## Terms of Reference - YourMK Regeneration Project Board

---

Report Date: 04.04.2018

Report Author: James Russell

Report Circulation: External

Report Status: Approved

File Path S:\6. Regeneration\6. Lakes Estate\Project meetings\Key documents\Terms of reference - draft 04.04.18.docx

---

### 1) Role

Project boards are set up for each individual regeneration project. The boards are responsible for ensuring the projects are delivering to time and budget, managing risks and addressing issues as they arise.

### 2) Aims and objectives

The project board's aims and objectives are as follows:

- Establishing and managing the key project activities.
- Identifying and mitigating risks.
- Ensuring the projects and associated activities are delivered to time and budget.
- Keeping the project team updated.
- Agreeing detailed next steps.
- Monitor quality outputs and constraints.
- Define and realise benefits.
- Define and implement strategy.
- Ensuring the development and implementation of an effective resident and stakeholder strategy.

The project boards report into the YourMK's board. This means that a summary report of the project is prepared and presented at each main board meeting.

### 3) Membership

The Head of Regeneration is the ultimate decision maker within the project. At the Sponsors discretion, a minimum of 2 Board members and the Head of Regeneration are required to enable a Project Board meeting to be held. The Head of Regeneration is an officer of the board and attends all Project Board meetings.

There are three groups of people who make up the membership of the project boards:

1. YourMK staff employed to work on the project;
2. Consultants employed to work on the project;
3. Residents nominated from the Resident Steering Group within the project;

#### **4) Meetings**

Project boards currently meet monthly. The meetings are not public but the agendas and actions from the meetings will be made public on the YourMK website.

#### **5) Meeting Protocol**

##### **5.1) Frequency**

Frequency of the meetings are set by the Project Sponsor with recommendations by the Head of Regeneration. Meetings are scheduled on a monthly basis throughout the life of the project.

A Project Board does not always have to meet face-to-face, e.g. for an urgent exception it could make decisions via email.

##### **5.2) Agenda Items**

The agenda should be sent prior to the meeting to enable it to be run in a structured manner. The Head of Regeneration will distribute a Project Status Report prior to Project Board meetings so that members can be prepared for the meeting.

##### **5.3) Notes**

The notes of Project Board meetings shall record decisions made, and actions agreed, including who is responsible and date of completion.

##### **5.4) Declaration of interest**

It is important to manage actual, potential and perceived conflicts of interests of board members to ensure decisions made at the project boards in the best interest for the whole project and to protect the reputation of the organisations involved.

Project board members are expected to identify and declare any actual, potential or perceived conflicts of interests in matters being discussed at the board.

##### **5.5) Confidentiality**

Where issues have been identified as confidential or members have disclosed personal information or views in the course of a meeting, such information should not be used for personal benefit nor disclosed to any third party.

Where issues have been identified as confidential or members have disclosed personal information or views in the course of a meeting, such information should not be used for personal benefit nor disclosed to any third party.

## 6) Escalations

Matters and arising issues, beyond previously agreed tolerances, will be escalated by the Head of Regeneration to the Main Board via the Executive Board. Following all reasonable corrective action attempts. A full cost and impact assessment will be carried by the Head of Regeneration prior to, and included in the escalation report to the Main Board. The Escalation Matrix is a separate document.

An escalation may occur when the programme deviates beyond agreed tolerances on:

- Budget
- Resource
- Quality
- Project Brief

## 7) Code of conduct

This code sets out the standards of behaviour expected from members when they are attending board meetings and acting on behalf of the board.

The following behaviour is expected from all board members:

- Make contributions that are courteous and constructive;
- Listen to each other, respect other peoples' views and allow open discussion;
- Make any correspondence sent on behalf of the board available to all members and will not speak or write on behalf of the board without the prior agreement of the group;
- Act in a non-political manner and ensure that personal political activities are kept separate from the business;
- Refrain from confrontational behaviour and verbal and physical abuse at all times;
- Communicate the agreed position of the project board outside of meetings and not individual views or positions, whether one's own or those of other members of the group;
- Refrain from attending under the influence of drugs or alcohol.

Where a member fails to follow the code, disciplinary action may be taken. In the case of a minor breach, a warning will be issued. Consistent minor breaches may result in the member being asked to leave the meeting.

Serious breaches, including breaching confidentiality, providing false information about the project board, the consultants, YourMK or the regeneration programme, not declaring a conflict of interest and verbal or physical abuse, will result in removal from the board.