

Revitalising the Heart of Chesterfield, Levelling Up Fund Board - LUF Board Governance and Terms of Reference Summary

Purpose and Objectives of the Group	Tasks	Powers
<ul style="list-style-type: none"> Responsible for oversight of the Revitalising the Heart of Chesterfield and Stephenson Memorial Hall to ensure the programme achieves the aims defined in the full application business case, as detailed in the PID To ensure key stakeholders are brought together to progress the LUF funded proposals, and drive progress needed up to, and beyond the submission decision date in November 2021 To receive reports, updates and recommendations primarily relating to financial, programme, risks and other matters from the RHOC LUF and SMH Project boards To decide on any matters referred to this group by UK Government, RHOC LUF or SMH Project Team or other bodies 	<ul style="list-style-type: none"> To approve LUF programme goals, risk management and project delivery matters Review Terms of Reference for 'LUF' Project Board Meetings Budget, Risk and programme responsibility for the RHOC strategic projects proposed within the LUF submission Decide on recommendations proposed to the LUF Board within reports from the LUF Project Boards - Revitalising the Heart of Chesterfield and Stephenson Memorial Hall project elements 	<ul style="list-style-type: none"> Receive delegated powers from CBC Cabinet to approve engagement and communications plans and to take decisions on the results of related consultations to shape and adjust the Revitalising the Heart of Chesterfield project. Approve reports and/or recommendations from LUF Project Board Meetings, set out in a Board Report Sign off Terms of Reference for LUF Project Board Meetings Scrutinise LUF Projects Programme, Budget and Expenditure, and request further reports from or action by the LUF Project Boards / Teams

Project Board Membership (draft)	Regular Board Attendees (Non-Project Board Members)	Chair of the Project Board (draft)	Meetings	Board Report Guidelines
<ul style="list-style-type: none"> Clr Tricia Gilby Clr Dean Collins Clr. Kate Sarvent Huw Bowen Ade McCormack Neil Johnson Stephen Wenlock 	<ul style="list-style-type: none"> Paul Stainforth CBC Andy Bond CBC Ian Waller CBC Lynda Sharp CBC 	<ul style="list-style-type: none"> Clr Tricia Gilby CBC 	<p>Frequency: Monthly Duration: 1 to 1.5hrs Draft agendas: Circulated at least 2 days before meeting and finalised 1 day prior. Meeting minutes or notes: Recorded and circulated, within 2 days of the meeting for agreement</p>	<p>Board Reports: Format as per Cabinet report template Circulation: Alongside the agenda, at least 2 days before meeting.</p>
Reporting	Review of the Group	Decision Making & Voting	Monitoring	Agenda
The RHOC LUF Project Board and Stephenson Memorial Hall Project board will report to the LUF Board.	This will be carried out every 6 months	Majority vote required to carry a recommendation or decision. The Chair has the casting vote	Monitoring of the RHOC LUF Project Board and the Stephenson Memorial Hall Project Board will be carried out by the LUF Board	The suggested agenda items will include the following: <ol style="list-style-type: none"> Apologies Minutes of the Last Meeting LUF projects Highlight Reports inc.; Programme Project Risk Register Key Issues Change Control Finance Log AOB

Purpose and Objectives of the Group	Tasks	Powers
<ul style="list-style-type: none"> Responsible for the RHOC project programme producing a result, which can achieve the aims defined in the full application business case, as detailed in the PID To bring together key stakeholders to progress the RHOC proposals, which will drive progress needed up to, and beyond the submission decision date in November 2021 To receive reports, updates and the like, predominantly relating to significant financial issues To decide on any issues referred to this group by the Central Government, Overarching LUF/RHOC Project Manager, RHOC Project Team or other bodies To approve the position and forecast on the RHOC LUF Bid Submission element 	<ul style="list-style-type: none"> To progress and agree RHOC programme goals and project delivery, initially up to November 2021 To provide appropriate guidance and support to the LUF Board, to assist with the development and implementation of the RHOC LUF proposals, both for the pre and post LUF decision-making process Review Terms of Reference for RHOC Project Team Meetings Budget and programme responsibility for the RHOC strategic projects proposed within the LUF submission Keep the CBC Cabinet Portfolio and LUF Board up to date with progress and issues Make recommendations to CBC Cabinet Portfolio and LUF Board on what delivery actions should be pursued 	<ul style="list-style-type: none"> Sign off reports and/or recommendations from RHOC Project Team Meetings, set out in a Board Report Sign off Terms of Reference for RHOC Project Team Meetings Sign off Consultant Briefs, Scopes and Final Commissions on the project - All recommendations to be clearly set out in the RHOC Project Board Report Sign off Business Cases, Communication Plans, Engagement Plans, Delivery Strategies, Consultation Plans Report all signed-off information to CBC Cabinet Portfolio, LUF Board Monitor RHOC Programme Monitor RHOC Budget and Expenditure

Project Board Membership	Regular Board Attendees (Non-Project Board Members)	Chair of the Project Board	Meetings	Board Report Guidelines
<ul style="list-style-type: none"> Cllr Dean Collins. CBC Cllr. Kate Sarvent CBC Ade McCormack CBC Neil Johnson CBC Ian Waller CBC Lynda Sharp CBC Stephen Wenlock CBC Paul Stainforth CBC Andy Bond CBC 	<ul style="list-style-type: none"> Mark Collins BPM Andrew Brooks BPM Helen Fox CBC Mandy Atkinson CBC Matt Lancaster BPM Police/Emergency Services 	<ul style="list-style-type: none"> Stephen Wenlock CBC 	<p>Frequency: Monthly, Duration: 1 to 1.5hrs Draft agendas: Circulated at least 2 days before meeting and finalised 1 day prior. Meeting minutes or notes: Recorded and circulated, within 2 days of the meeting for agreement</p>	<p>Board Reports: Max 3 sides of A4, with appendices being unlimited. Circulation: Alongside the agenda, at least 2 days before meeting.</p>
Reporting	Review of the Group	Decision Making & Voting	Monitoring	Agenda
<p>The RHOC Project Board will report to the LUF Board</p> <p>RHOC Project Team will report into the RHOC LUF Project Board</p>	<p>This will be carried out every 6 months</p>	<p>To test whether the approach below is a valid one, at the first Project Board meeting.</p> <p>4 votes in favour required to carry a recommendation or decision</p>	<p>Monitoring of the RHOC Project Board will be carried out by the Overarching LUF Board</p>	<p>The suggested agenda items will include the following:</p> <ol style="list-style-type: none"> Apologies Minutes of the Last Meeting RHOC Highlight Report, inc; Programme Project Risk Register Key Issues Change Control Finance Log AOB