

Staveley 21 Project Board Draft Terms of Reference

Purpose and Objectives

- Responsible for the overall direction and management of the Staveley 21 programme as detailed in the business case, and in accordance with the Town Deal funding allocated to it.
- Bringing together stakeholders to support the delivery of the Staveley 21 programme.
- Receive reports, updates and associated documents relating to programme delivery and financial issues.

Responsibilities

- To progress the Staveley 21 programme objectives and delivery until March 2026 in accordance with the funding conditions.
- To provide appropriate guidance and support to the Staveley 21 Working Group to enable the implementation and delivery of the proposals as set out in the approved Town Deal business case.
- To set the Terms of Reference for the project working group.
- Budget and programme responsibilities for the Staveley 21 project proposals.
- Responsibility for monitoring the outputs of the Staveley 21 project.
- To Keep CBC Cabinet and the Town Deal Board up to date on progress and issues.
- Make recommendations, as necessary, to Cabinet and Town Deal Board on which delivery actions should be pursued.

Powers

- Sign off reports and approve recommendations from the project working group
- Sign off the terms of reference for the project working group
- Sign off business case, communications plan, procurement strategy and consultation plans.
- Report on documentation sign off to Town Deal Board.
- Monitor Staveley 21 programme budget, expenditure, and outputs.
- To agree programme and budget tolerances, within overall budget envelope – with the project working group
- To approve, any requests for change within the budget envelope (£4,86m or as adjusted by an different council body).

Project Board Membership:

Cllr. Dean Collins	Neil Johnson (Chair)
Cllr. Kate Sarvent	Ian Waller
Stephen Wenlock	Theresa Channell

Regular Board Attendees:

Lindsay Wetton	Lynda Sharp
Gemma Denton	Abbie Miladinovic
Paul Staniforth	Matt Sorby
Mandy Atkinson	Vicky Difelice

Meetings

Will be held monthly by default, but otherwise will be set to meet project gateways and milestones with approval of the board. Draft papers to be circulated at least two days before the meeting, with the Agenda finalised at least 1 day prior. Meeting Minutes and notes will be recorded and circulated for agreement within 2 days of the meeting.

Suggested agenda items will include the following:

1. Apologies
2. Minutes of the Last Meeting
3. LUF projects Highlight Reports inc.;
4. Programme
5. Project Risk Register
6. Key Issues
7. Change Control
8. Finance Log

Reporting

The Staveley 21 Project Board will report to the Staveley Town Deal Board.

Review of the Board

Will take place six monthly.

Decision making

Recommendation or decisions to be carried by common consent.

Declarations of Interest



CHESTERFIELD
BOROUGH COUNCIL

Will be made at each meeting, recorded and a register held.