

Aberaeron Coastal Defence Scheme

Project Board - Terms of Reference

V3 – 01/04/2024

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Version Control

Version	Action	Author	Date
V1	Initial Draft	Alan Haird	22/11/2023
V2	Issued	Alan Haird	27/11/2023
V3	Revised to reflect Officer Changes	Alan Haird	01/04/2024

Aberaeron CDS

Project Board Terms of Reference

1. PURPOSE:

The purpose of the Project Board is to oversee the delivery of the Aberaeron Coastal Defence Scheme. The Board will:

- 1.1 Oversee and monitor delivery of the project and programme of works as set out in the WG funding application and any subsequent changes agreed.
- 1.2 Ensure that roles and responsibilities are clearly defined and that staff resources are in place to enable the effective implementation of the project.
- 1.3 Ensure the project is delivered to time and key milestones are met (activity delivery, spend, outputs)
- 1.4 Monitor and approve work packages ensuring that the project does not exceed the available budget.
- 1.5 Monitor the procurement of consultants and contractors as required during the execution of the works.
- 1.6 Receive and consider exception reports to identify variances in project delivery and where appropriate ensure actions are implemented to address any variances.
- 1.7 Oversee the financial management and monitoring of the project and external grant funding requirements.
- 1.8 Set Change Control limits to facilitate swift resolution to change requests, on cost, scope and programme, without having to revert to the Project Board for a decision.
- 1.9 Receive and agree project risk and issues logs and take actions accordingly to mitigate risks and resolve issues that have been elevated by the Project Manager.
- 1.10 Report progress with the delivery of the project and escalate any significant issues, decisions or changes in project and risk register for information/decision via the appropriate governance route.
- 1.11 Ensure that the project benefits, outcomes and outputs are delivered, and that appropriate monitoring and evaluation of the project is in place in accordance with grant funding requirements.
- 1.12 Agree a communication plan and approve external communications and protocols.
- 1.13 Ensure key stakeholders are consulted, engaged and updated as appropriate.
- 1.14 Confirm the successful delivery and sign-off of the project.

2. FUNCTIONS:

- 2.1 The Aberaeron CDS Project Board will report via the governance route outlined in Governance Diagram.
- 2.2 Where actions relating to matters considered by this Board reasonably fall on officers to undertake, then the Board may steer officers in taking those actions provided that such decisions did not exceed the limitations on cost, scope and programme.
- 2.3 Where a decision is required that exceed the limitations on cost, scope and programme, then the Project Board may make recommendations via the appropriate governance structure.

3. MEMBERSHIP:

3.1 The core membership of the Board will comprise:

Name	Role	
Barry Rees – Corporate Director	Executive	The Executives role is to ensure the project is focused throughout its life on achieving its objectives and delivering a product that will achieve the forecasted benefits. The Executive must ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of the business, user and supplier.
Russell Hughes-Pickering - Corporate Lead Officer, Economy and Regeneration	Senior User	Responsible for specifying the needs of those (incl. operations and maintenance services) who will use the product for user liaison with the project management team and for monitoring that the solution will meet those needs within the constraints of the business case in terms of quality, functionality and ease of use.
Rhodri Llwyd – Corporate Manager, Highways and Environmental Services	Project Assurance / SRO	To monitor all aspects of the project's performance and products independently of the Project Manager. Can be part of the Project Board
Duncan Hall - Corporate Lead Officer, Finance and Procurement	S151 Office / Senior Finance Officer	To oversee the financial monitoring & forecasting, supplier payments, grantee payment, and contract accounting on the assigned projects.
Jeanette Jones – Corporate Manager, Procurement (Replaced George Riley April 24)	Procurement	To oversee and advise on all procurement matters in relation to purchases and sourcing of services and products.
Phil Jones - Corporate Manager, Highways and Environmental Services	Change Control	The person or body who considers all requests for change. If few changes are expected, the project board may undertake the role, or it could be delegated to the project manager. The change authority will have a change budget, agreed by the customer and the supplier. The project board may limit the amount that can be used per single change, or per project stage.
Steve Hallows – Service Manager, Highways and Environmental Services	Senior Supplier	Represents the interests of those designing, delivering, facilitating, procuring and implementing the project product. This role is responsible for the quality of products delivered by the supplier and is responsible for the technical integrity of the project.
Alan Haird – Project Manager Coastal Defence Schemes	Project Manager	To oversee the day-to-day planning and delivery of the project and ensure the work is completed on time and within budget.

- 3.2 Substitutes are permitted.
- 3.3 The chair of the Board will be the Senior Responsible Officer or his/her deputy.
- 3.4 External attendees may be invited to the meeting, such as to present information or offer expert advice.
- 3.5 Agendas and papers for meetings will be sent to attendees at least 5 calendar days prior to each meeting of the Board.
- 3.6 For every meeting the agenda shall include: Highlight Report; Programme; Project Risk Register; Issues; Change Control; Finance.

4. FREQUENCY:

- 4.1 Project Board meetings will be held monthly at least 7 calendar days after the Monthly Project Progress meeting.
- 4.2 The frequency and format of the meetings may be reviewed in future and is subject to change dependent on the agreement of members. The Chair may request additional meetings if they consider this to be appropriate.

5. SECRETARIAT

- 5.1 Administrative support for the Board will be provided by a Project Support Officer and the Project Manager who will be responsible for undertaking the following roles and functions which includes:
 - i. Ensuring the Board is established and meets regularly.
 - ii. Preparing the agenda, minutes for meetings in conjunction with the Project Manager
 - iii. Inviting participants and managing attendance
 - iv. Taking minutes of the meeting and drafting and circulating the meeting action log
 - v. Supporting the follow up and actions from meetings.

6. REVIEW:

- 6.1 Terms of reference, functions and membership of the Board will be reviewed as necessary.