

Yeovil Refresh Board Terms of Reference September 2021

1. Purpose

The Project Board is responsible for guiding and delivering the broad aims of the Project. The board will operate with a degree of decision making in order to move the programme forward efficiently and to also create clear accountability.

2. Membership

This Board will comprise:

- Chair: lead member for Area South
- Leader of the Council
- Three additional members, with representation from liberal democrats, conservative and independents group where possible
- Director, Place and Recovery
- S151 officer/Project accountant

Key delivery partners to be invited to attend as appropriate, including representation from SCC

3. Aims & Objectives

The key aims of the board are:

- To ensure the delivery of the Yeovil Refresh
- To work with the external stakeholders to ensure that clear messages are given and feedback is received and circulated to all partners engaged in the regeneration process.

4. Roles & Responsibilities

The board is responsible for guiding the delivery of the broad aims of the Yeovil Refresh and is required to put in place robust project management arrangements including risk log mitigation measures. The board must oversee the production of an outline programme, details of the objectives and outcomes, a delivery plan and a programme risk log and hold the project officer and programme manager accountable for delivery against objectives and on timetable, within reason. The board is responsible for developing business cases for project investment which follow the approach detailed in the council's Commercial Strategy.

The regeneration project will be led by a project officer. The project officer is responsible for managing the end-to-end process of design and build, working within the agreed budget. S/he also identifies risk to project success or strategic risk emanating from the project and identifies appropriate mitigation. Any risks which are outside of the authority's risk appetite must be referred to the Strategic Development Board (SDB). The project officer manages the timetable, ensuring that delivery runs to schedule and alerting the board to any potential delays. The project officer will be supported by a case officer in providing agenda for meetings, minuting key decisions and ensuring follow up.

The project officer reports into an over-arching Programme Manager, who has responsibility for discharging our commitment to regenerate our town centres, ensuring that funds are spent appropriately, and decisions recorded. S/he identifies how best to deploy available resources across the projects and ensures that best practice is captured and shared. S/he

will report progress to the SDB, highlighting any risks which fall outside of SSDC appetite, agreeing appropriate action. S/he will have oversight of delivery against timetable for all projects and risks associated with any delay. Any changes which may require additional capital or revenue funding will be scheduled for discussion and decision at District Executive and Full Council meetings.

5. Meetings

The meetings will be chaired by the Chair of Area South to ensure strong links are maintained with the Strategic Development board and the Area Committee work plan. The Board will meet every quarter, but more frequent meetings may be called - for instance to sign off business plans — and will be hybrid meetings unless decided otherwise.

6. Decision-making

The Strategic Development Board and the Project Boards have been granted executive powers by Full Council. The Strategic Development Board (SDB) will ensure consistency across the Chard Regeneration and High Street Heritage Action Zone, Wincanton Regeneration and Yeovil Refresh Boards. From September 2021, its remit will also include the Octagon Theatre project. The role of the SDB is to provide strategic oversight of the financial capital and revenue implications from these projects. It will also routinely assess strategic risks to SSDC from these activities and ensure appropriate mitigations are in place where possible. The SDB will also track progress against project timetables and seek to understand any deviations from timetable.

It is expected that the Yeovil Refresh Board will operate by consensus. However, if differences occur that cannot be reconciled, then they will be referred to the CEO and Leader for a decision and in exceptional circumstance to District Executive. The role of the Board in respect of financial decisions is advisory. Expenditure within budget is delegated to the Director of Place and Recovery, who has accountability for expenditure, together with the S151, who has responsibility for funding of agreed expenditure.

The Board is responsible for achieving the aims of the Yeovil Refresh Programme within the stated budget. Any request for additional funding will only be considered upon production of a detailed delivery plan including objectives, outcomes and a clear financial plan and will need to be considered by committee for a final decision

7. Financial Approach

The Board is responsible for delivering the broad aims of the scheme within budget. Projects that can generate surpluses will seek to generate the maximum return in regeneration and financial terms in order to provide support to those projects which are not self-financing and require a subsidy.

If the Board needs to go outside of its budget or wants to change the programme substantially to that which was agreed, the Board will need to take recommendations to District Executive and Full Council for further approval.

Financial performance will be managed through delegated arrangements and periodically reported to Full Council in line with the Council's performance and reporting framework.

8. Review

The Terms of Reference will be reviewed annually.