

## **SCHEDULE 1**

### **Terms of Reference for the Project Board**

#### **1. PURPOSE:**

The purpose of the Board is to oversee the delivery of the Montgomery Canal Restoration Levelling Up project. The Board will:

- 1.1 Oversee and monitor delivery of the project and programme of works as set out in the LUF funding application and any subsequent changes agreed by UK Government.
- 1.2 Ensure that roles and responsibilities are clearly defined at the commencement of the project 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.
- 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
- 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 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.
- 1.9 Report progress with the delivery of the project and escalate any significant issues, decisions or changes in project and risk register to the Economic Development Delivery Group / Canal & River Trust Board for information/decision as appropriate.
- 1.10 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 LUF grant funding requirements.

- 1.11 Agree a communication plan and approve external communications and protocols.
- 1.12 Ensure key stakeholders are consulted, engaged and updated as appropriate.
- 1.13 Confirm the successful delivery and sign-off of the project.

**2. FUNCTIONS:**

- 2.1 The Project Board is reporting to the Cabinet of the Council and to the Canal & River Trust Board.
- 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 outlined in the MOU/PMU and associated documentation.
- 2.3 Where a decision is require that exceed the limitations on cost, scope and programme outlined in the MOU/PMU and associated documentation, then the Board may make recommendations to the Cabinet of the Council and to the Canal & River Trust Board as appropriate.

**3. MEMBERSHIP:**

3.1 The core membership of the Board will comprise:

Job Title/Role
Regional Director of Wales and South West, Canal & River Trust
Head of External Programme Delivery', Canal & River Trust
Chair of Montgomeryshire Canal Partnership (Observer)
Head of Economy & Digital Services, Powys CC (Chair)
Snr Manager, Highways Technical & Business Development

- 3.2 Substitutes are permitted.
- 3.3 The chair of the Board will be appointed by the Council as the lead authority will be agreed at the outset.
- 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 Log.

#### **4. FREQUENCY:**

- 4.1 At the first meeting of the Board the regularity, time, length, and location of future meetings will be agreed.
- 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 Powys County Council's Economy & Digital Service. Powys CC will be responsible for undertaking the following roles and functions which includes:
  - 5.2 Ensuring the Board is established and meets regularly
  - 5.3 Preparing the agenda, minutes for meetings in conjunction with the Project Manager
  - 5.4 Inviting participants and managing attendance
  - 5.5 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.