

Appendix D – Combined Programme Board Terms of Reference

FUTURE HIGH STREETS FUND AND HIGH STREET HERITAGE ACTION ZONE PROGRAMME BOARD

15TH AUGUST 2023

ITEM 3 – COMBINED PROGRAMME BOARD TERMS OF REFERENCE

The Department for Levelling-Up, Housing and Communities (DLUHC) have stated that they will be undertaking Deep Dive reviews of Towns Fund projects in the Autumn. With respect to the Grantham Future High Streets Fund reported risk profile it may well be that the programme is selected for review.

As part of the review process DLUHC have stated that they would need to see a range of programme documentation, including the current approved Terms of Reference for the Programme Board. With the change of Board composition the proposed Terms of Reference are set out below for Board approval.

1. The Programme Board has a strategic role that includes several responsibilities and accountabilities which are set out below.

1.1 To provide overall strategic direction and guidance, ensuring that wider factors beyond the scope of the project (such as synergies with other partners' projects and stakeholders) are taken into account including the engagement of any key council stakeholders not identified by the respective programmes.

1.2 Ensures appropriate programme and project management systems, processes and procedures are implemented.

1.3 Is responsible for the overall success of the programme (i.e. delivery of programme and project outputs and outcomes).

1.4 Ensures the programmes are compliant with the terms of the funding agreements with the respective funding bodies.

1.5 Approves the scope of the overall programme and projects as prepared by the Project and Programme Managers.

1.6 Monitors the master programme and overall programme budgets and ensures that the Programmes are fully resourced to enable delivery.

1.7 Recommends the approval of project/programme budgets at key milestones for approval by the relevant Member/Officer with delegated authority to make the decision or the relevant Committee.

1.8 Ensures that programme risks are effectively managed, supporting Officers as required.

1.9 Following Officer panel review approves grant awards at Expression of Interest and Full Application Stage for sign off by the relevant Member/Officer with delegated authority to

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make the decision or the relevant Committee. Due to time constraints and contractors not holding prices due to construction cost inflation these decisions can be taken by e-mail.

1.10 Ensures that the Council's Contract Procedures Rules are being followed. Recommends the approval of key contract awards for sign-off by the relevant Member/Officer with delegated authority to make the decision or the relevant Committee.

1.11 Resolves escalated issues which cannot be resolved by the Project and Programme Managers.

2. From 15th August 2023 the Programme Board is comprised of:

- **Chair** - Leader of South Kesteven District Council
- Deputy Leader and Cabinet Member for Finance and Economic Development
- Mayor of Grantham
- Chief Executive (Senior Responsible Owner – Future High Streets Fund)
- Deputy Chief Executive and S151 Officer
- Director of Growth and Culture (Senior Responsible Owner – High Street Heritage Action Zone)
- Head of Economic Development
- Representative of Historic England

3. Programme and Project Management:

- High Street Heritage Action Zone Project Manager
- Future High Streets Fund Programme Manager
- Senior Project Manager (Major Schemes) – Lincolnshire County Council
- Programme Support Officer

4. The Programme Board meets quarterly unless agreed between attendees that the meeting is not required for any reason.

4.1 Should an urgent decision be needed which requires input from Programme Board this decision can be taken virtually by e-mail consultation and decision. For ad-hoc exceptional circumstances a meeting can be arranged between the respective Programme Manager, Chief Executive, Section 151 Officer and Leader to table the urgent issue only, the outcome of which will then be raised for full ratification at the following Programme Board meeting.