



SOUTH
KESTEVEN
DISTRICT
COUNCIL

South Kesteven District Council

UK Shared Prosperity Fund and Rural England Prosperity Fund Programme Board

Terms of Reference



1. Purpose

- 1.1. The Programme board has a key role in supporting the Lead Officer in making decisions and providing both challenge and approval on issues affecting the progress of the programme.
- 1.2. The Lead Officer is responsible for managing and coordinating progress against the delivery plan and delivery of the programme. To fulfil these responsibilities, the Lead Officer may require the support of a programme board ('The Board').
- 1.3. The Board has a specific remit to set the direction for the programme, support the Lead Officer in overseeing the overall progress of the programme and make recommendations to decision-takers in accordance with the District Council's scheme of delegation for executive functions.
- 1.4. The board has the following responsibilities:

- Consider and agree the remit and responsibilities of the Programme Manager
- Consider and agree programme identification and definition
- Consider and agree all major plans
- Consider, agree and communicate the programme vision
- Consider and agree the programme blueprint (how the programme vision is to be achieved) and the means of achieving it
- Consider and agree the completion of each stage plan, including the deliverables, and make recommendations to start the next stage
- Communicate information about the programme or projects to organisations and stakeholder groups
- Consider and agree whether required resources are available
- Resolve any conflicts escalated by the programme team, end users, suppliers or delivery agents
- Consider and agree programme or project tolerances for time, quality and cost
- Provide overall strategic direction for the programme
- Oversight of the approach to risk management, including approving and keeping under review the risk management plan
 - Oversee resourcing and financial reporting against the programme budget
- Consider and agree progress reporting and make recommendations on proposals for change that impact on the expected outcomes and benefits
- Quality assurance for the programme and its associated projects
- Consider, agree and keep under review the governance structure, programme objectives and controls within which the programme can be effectively managed
- Ensure compliance and consistency with various duties and obligations in respect of equality, diversity and inclusion under legislation in the UK and any emerging new guidance throughout the lifetime of the programme
- Ensure climate risks and opportunities are understood and managed, and take appropriate action according to the materiality of the risks
- Consider and agree end-project reports including lessons learned reports
- Consider and agree plans for post project reviews and oversee these reviews within the programme
- Ensure a post-programme review is scheduled and takes place
- Consider and agree any deviations from plans and escalate as necessary
- Consider and agree conflicts between programme teams, end users, suppliers and delivery agents and escalate as necessary

1.5. The Lead Officer has the following responsibilities:

- Accountable for appointing the programme manager
- Secures the required funding for the programme and approves project funding, in line with corporate governance requirements
- Assuring ongoing viability, and if necessary, taking the decision to stop the project
- Provides overall leadership and direction to the programme
- Accountable for programme governance arrangements, inc. ensuring compliance to the Council's constitution

- Accountable for programme risk management
- Accountable for benefits realisation
- Owns the programme business case

2. Key Duties

2.1. Board members should be able to:

2.2.

- Understand programme and project plans and monitor progress
- Own and communicate the programme vision
- Understand and act on those factors that affect the successful delivery of the programme and its projects
- Broker relationships with stakeholders within and outside the programme
- Exercise any delegated authority they have in accordance with the District Council's Constitution to ensure the programme meets its objectives
- Be aware of the broader perspective and how it affects the programme
- Stay informed on current best practice in climate governance and quality, diversity and inclusion issues by maintaining dialogue with peers, policymakers and others
- Consider recommendations of the Local Economic Forum in respect of UK Shared Prosperity Fund and Rural England Prosperity Fund allocations
- Make recommendations to executive decision-takers in accordance with delegations and financial thresholds set out in the Council's Constitution

3. Membership

3.1. The membership structure of the Board will comprise of the following:

- Cabinet Member responsible for Economic Development
- Representative from each Political Group (to be appointed by each Political Group Leader)
- Chairman of the Finance and Economic Overview and Scrutiny Committee
- Chairman of the Rural and Communities Overview and Scrutiny Committee

4. Attendance

4.1. The Board will meet at least quarterly. The Board may meet at other times as deemed necessary by the Chairman, or Vice-Chairman in their absence.

4.2. The use of substitute representatives will not be permitted at meetings of the Board.

4.3. Councillors who are not Members of the Board have the right to attending meetings of the Board. They will be permitted to speak at the discretion of the Chairman, or person presiding at the meeting. The same provision must be made available to all Councillors in attendance for any item where such discretion has been used.

4.4. Any Councillor will have the right to make written submissions to any meeting of the Board on any agenda item no later than 24 hours before the start of the meeting. Such submissions will be tabled at the meeting or circulated beforehand. A record of

any submissions made and any responses to them will be recorded in the minutes of the meeting.

- 4.5. Meetings of the Board will be open to the public

5. Notice of Meetings

- 5.1. Meetings of the Board will be called by the Council's Democratic Services Team as secretariat to the Board at the request of the Chairman, or Vice-Chairman in their absence.
- 5.2. The notice of the meeting will comprise an agenda which will include the venue, time and date of the meeting, together with the matters of business to be considered.
- 5.3. At least five clear working days prior to a meeting, copies of the agenda and any reports made available to the public will be published for inspection on the Council's website.
- 5.4. Where the meeting is convened at less than five clear working days' notice, a copy of the agenda and associated reports will be published at the time the meeting was convened.
- 5.5. If an item is added to the agenda after the agenda has been published, the revised agenda and any report relating to the item for consideration will be published as soon as is practicable.
- 5.6. Where a report or additional information is prepared after the notice of the meeting has been published, each such report will be published as soon as is practicable.

6. Appointment of Chairman and Vice-Chairman

- 6.1. The Chairman and Vice-Chairman of the Board will be appointed at the Board's inaugural meeting and its first meeting of the municipal year thereafter.
- 6.2. Should a vacancy for the Chairman or Vice-Chairman arise during a municipal year the appointment will be made at the next available meeting.
- 6.3. Nominations for the appointment of Chairman and Vice-Chairman will be taken from the membership of the Board and will require a proposer and seconder.
- 6.4. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the lowest number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. In the event of a tie, the Chairman or person presiding the meeting, will draw the name of a person nominated at random who will then be duly appointed.

7. Quorum

- 7.1. The quorum will be five members present, including the Chairman or Vice-Chairman.
- 7.2. If the position of Chairman and Vice-Chairman are vacant, the quorum will be five. The first item on the agenda for the meeting will be appointment of Chairman and Vice-Chairman.

8. Declarations of Interest

- 8.1. The rules relating to the registration and disclosure of Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests, and participation at meetings, as set out in the Councillor Code of Conduct, will apply to meetings of the Board.

9. Reporting

- 9.1. The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, will be minuted by the Democratic Services Team.
- 9.2. Minutes of the Board will be considered as a correct record at its next meeting.

10. Decision-making

- 10.1. The Board is not a decision-making body and will make recommendations to decision-takers in accordance with the Scheme of Delegation set out in Part 3(b) (Executive Functions) of the Council's Constitution.