

## **Terms of Reference**

### **Leisure Complex and Bus Station Programme Board.**

**Title:** Leisure Complex and Bus Station Programme Board  
**Organisation:** Exeter City Council  
**Reporting to:** Executive  
**Project Duration:** Project Duration to December 2018

**The Project:** The design, construction and delivery of a new swimming pool and leisure complex, and delivery of the new Bus Station on part of the bus station site at Paris Street, Exeter.

**Project Gateways:** To be Identified

**Client Leads:** Housing Development Manager & Client Lead (Build)  
Corporate Manager Property (Estates)  
Project Manager - Operations (Operator)

The Board is a Sub-Committee of Executive and will comply with the Executive Procedures Rules.

### **The Programme Board's Terms of Reference:**

In relation to The Project, the Board shall:

- Agree and oversee the the Strategic direction of the Project including the design and build of the new Swimming Pool and Leisure Complex and delivery of the Bus and Coach Station site;
- To approve all future spend decisions in respect of the Projects' agreed budget as approved by Full Council from time to time.
- To approve the Project Programme throughout its various stages including approving the planning, design, operator/operation, commercial agreements and construction route.
- Evaluate the business case on an ongoing basis.
- To monitor the Project Risks, quality and the timing of the Programme;
- To own and take responsibility for the Programme Board Risks.
- To resolve any conflicts arising between the needs/requirements of the programme.

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- Monitoring of the business plans, feasibility and option appraisal and progress.
- To approve the appointment of the Project Managers and agree the scope of the Project Manager's objectives and responsibilities.
- To ensure the programme's scope is aligned with the requirements of the Council and stakeholder groups.
- To ensure the efficient management of the Programme and Project costs.
- Deal with and address any issues which could have major implications for the programme.

Board Members will ensure that:-

- The right people are empowered to take decisions on behalf of the Board.
- Roles and responsibilities of Council Officers and the Project Managers are formally defined and understood.
- The client programme team work together effectively and efficiently;
- It liaises regularly with Legal Services in order to ensure compliance with legal obligations.
- The Client Leads (Build, Estates, Operator) carry responsibility for leading and managing the project teams and ensuring the Senior Responsible Officer is accountable to the Board for managing and supporting the Client Leads and ensuring their performance, quality, risk management, cost control, timescale and overall project control for their specific Client Lead areas.

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## **Members of Board**

The Members of the Board (which will be politically balanced in accordance with the necessary proportionality requirements) will include:-

- Leader of the City Council;
  - Leader of the Opposition Group or nominated representative
  - Two Executive Members with relevant Portfolio;
  - Three Members (politically balanced);
  - Chief Executive and Growth Director;
  - Deputy Chief Executive; and
  - Assistant Director Finance (Section 151 Officer).
- The Portfolio Holder for Sport and Health and Wellbeing will be Chair of the Board.

Invitees to Board Meetings include -

- The Client Leads (Build, Estates and Operator);
- Project Managers;
- Officers of Exeter City Council including representatives from Planning, Economy and Leisure, Legal Services and Public Relations; and
- External consultees (as required).

## **Meetings**

- Meetings will be held quarterly, or in accordance with Gateway dates (identified dates which following Committee approval would enable the Project to proceed).
- Notice of meetings will be in accordance with Access to Information Procedures Rules (agendas will be circulated five working days in advance of every meeting). The meetings will be held in public except

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where confidential information requires the exclusion of the public as defined as such in Schedule 12A of the Local Government Act 1972.

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