

Item No. 5.	Classification: Open	Date: 30/07/2007	Meeting Name: Major Projects Board
Report title:		Major Projects Board Meeting Plan	
From:		Strategic Director For Major Projects	

RECOMMENDATION

1. That the major projects board note the:
 - draft programme for the Major Project Board for the next 12-18 months (see Appendix 1);
 - proposed model of agenda for future meetings; and
 - plans to consult with Executive Members and staff to ensure risk and programme management operate successfully for the board.

BACKGROUND INFORMATION

2. The purpose of the major project board is to support effective decision making, appropriate member and officer participation and informed and timely decision making. Its scope encompasses the following major projects: Aylesbury, Building Schools for the Future, Elephant & Castle, Bermondsey Spa and Canada Water and Housing Investment Programme.
3. The terms of reference for the Major Projects Board are to:
 - I. Agree the delivery plans for each major project.
 - II. At regular intervals monitor the achievement of the delivery plan through performance management reports on each major project.
 - III. Receive annual reports as appropriate.
 - IV. Agree exception reports when there is any significant delay or barrier to delivery of the agreed plan.
 - V. Establish project delivery boards ensuring arrangements for stakeholder consultation and involvement are in place.
 - VI. Monitor the effectiveness and appropriateness of the project delivery boards and agreed to any necessary changes.
 - VII. Hear deputations or receive reports from stakeholders relating to matters on the agenda for the meeting.
 - VIII. Allocate and agree resources, use of resources for each major project, within the financial parameters for each project set by the executive.
 - IX. Confirm the executive member lead on each major project.
 - X. Sign off major projects when they are completed or no longer require significant executive input.
 - XI. Resolve conflicts and dependencies between any major projects within the financial parameters for each project set by the executive.
 - XII. Agree the scheme of management (delegations) to officers.

- XIII. Agree policy decisions in respect of major projects that are required to deliver the major project.
- XIV. Agree the programme plan for the projects board.

4. Executive members have indicated that they want to make initial decisions about the following items, which would otherwise rest with the Major Project Board:
- Preferred Elephant and Castle development partner (July 2007)
 - Aylesbury Master Plan (Jan 2008)
 - Canada Water Implementation Plan (September 2007)
 - Scope and location of the Canada Water leisure centre (December 2007)
 - Scope and location of the Elephant and Castle leisure centre (TBC)
 - Change to the Canada Water footprint (TBC)

Any reports to executive on these topics would seek explicit approval on whether future decisions are to be made by executive, major projects board or officers, with the general assumption that the major projects board would be the appropriate decision making body.

KEY ISSUES FOR CONSIDERATION

Agenda

5. It is proposed that the Major Project Board agenda be divided into two sections; the **first** will involve brief updates on projects, focusing on key risks, new issues and recent achievements, with the **second** devoted to decision-making.
6. This approach is intended to keep the executive aware of project movements and interdependencies between key decision dates. It also provides a clear delineation between discussion and decision making functions.
7. Unlike the executive, it is not intended to have formal agenda planning prior to Major Project Board meetings. However, the Strategic Director (Major Projects), will ensure relevant executive members are briefed on proposed recommendations, either via informal executive meetings or one-to-one briefings.

Financial Parameters

8. The Major Project Board only has the remit to make decisions within the financial parameters set by the executive. Some projects, such as Building Schools for Future, have an agreed and individual business. Others have the parameters set via the annual budget planning process.
9. Any decisions outside the agreed parameters of the capital investment plan, which have an unbudgeted negative impact on the general fund, would therefore need to separately seek Executive approval. Where there is a question about whether a variation is significant enough to need additional approval, advice from the Finance Director or other Strategic Directors should be sought.

Programme Management

10. To support effective and informed decision making, the Major Project's Board needs a system of programme management that provides the right level of detail, focuses on meaningful dates, makes interdependences clear and links activities to overall project objectives. Major Projects' staff will be working with executive members, corporate strategy and other staff to develop a model for the September 2007 meeting.

BACKGROUND DOCUMENTS

	Held	Contact
Executive Paper - Strategic Management Arrangements (January 2007)	Major Project Coburg House 63-67 Newington Causeway, London SE1 6BD	Claire Brown Claire.brown@southwark.gov.uk 0207 525 4935

APPENDICES

No.	Title
Appendix 1	Major Projects Board - 12 Month Meeting Plan

AUDIT TRAIL

Lead Officer	Stephen McDonald
Report Author	Claire Brown
Version	Final
Dated	18/07/07

MAJOR PROJECTS BOARD - 12 MONTH MEETING PLAN

30 July 2007

Discussion

- Update on programme schedule, achievements, risks and issues
- Consider the programme plan of the projects board

Decision Making

- Elephant and Castle - Central Area Compulsory Purchase Order

25 September 2007

Discussion

- Update on programme schedule, achievements, risks and issues, including Building Schools for the Future and Elephant & Castle Update

Decision Making

- Agree the programme plan of the projects board
- Bermondsey Spa Disposal of Site G and acquisition powers for B Spa sites
- Completion of Aylesbury NDC transition to trust including loans and HR

24 January 2008

Discussion

- Update on programme schedule, achievements, risks and issues

Decision Making

- Gateway 1 Early Development of Aylesbury Sites
- Sign off of Elephant & Castle principal development agreement and business plan
- Gateway 2 Walworth Academy Contract Award (TBC)

Future Meeting Dates:

March 2008 ▪ BSF Update, MUSCO partner selection

July 2008

September 2008

November 2008 ▪ Building Schools for the Future, Preferred Bidder Selection