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## **Lion Yard and Silver Street Public Toilet Project Board Terms of Reference**

### **1.0 ROLE OF THE PROJECT BOARD**

- 1.1 The Project Board has been identified to provide a steer on various project-related issues throughout the lifecycle of the project.
- 1.2 The Project Board has overall control of the project and will allocate tolerances for each management stage to the Project Manager.
- 1.3 The Project Board will review the progress of the project and decide whether to continue with the project; change the project, or to stop the project.
- 1.4 Project Board members have been chosen to represent major stakeholder groups associated with the project. The board has been identified at project inception in order to ensure that the requirements and preferences of the stakeholders are taken into account throughout the project lifecycle. It is intended that in doing so, the Project Board will help to ensure successful delivery of the project.
- 1.5 Particular responsibilities of the Project Board include, but are not restricted, to:
  - 1.5.1 Approve project proposal and associated documentation;
  - 1.5.2 Confirm project-level tolerances with respect to time, cost and quality;
  - 1.5.3 Approve completed design and project appraisals prior to AMG and Executive Cllr at Scrutiny Committee.

## 2.0 PROJECT BOARD MEMBERSHIP

2.1 The Project Board is made up of three key functions: the **Executive**; **Senior Users**; and **Senior Suppliers**. These three functions are defined below.

### 2.2 Executive:

2.2.1 The Executive is ultimately responsible for the project, and is supported by the Senior User(s) and the Senior Supplier(s).

2.2.2 It is the Executive's role to ensure that the project is focused throughout its lifecycle in achieving the objectives set out in the project proposal and that the project's delivery achieves the expected benefits.

2.2.3 The Executive is the ultimate decision maker and is supported in the decision-making process by both the Senior User(s) and the Senior Supplier(s)

2.2.4 For this project the Executive is **Cllr Jean Swanson** (Executive Councillor for Environmental and Waste Services)

### 2.3 Senior Users:

2.3.1 The Senior Users are responsible for looking after the interest of the end users (i.e. residents, shoppers, commuters, cyclists, etc.).

2.3.2 The Senior Users responsibility is to liaise with the project management team to discuss, monitor and ensure that the solutions proposed will meet the users' needs within the existing constraints, with particular respect to quality, functionality and ease of use.

2.3.3 For this project the Senior Users are:

- **Cllr George Owers** (Opposition Spokes) TBC
- **Janet Griffiths** (Cambridge resident) TBC

- **Georgie Deards** (Cambridge resident) TBC

#### 2.4 Senior Suppliers:

2.4.1 The Senior Supplier(s) represent the interests of those designing, procuring and implementing the project.

2.4.2 The Senior Suppliers are accountable for the quality of products delivered by the supplier(s) and are responsible for the technical integrity of the project.

2.4.3 For this project the Senior Suppliers are:

- **Toni Ainley** – Head of Streets & Open Spaces
- **Andrew Preston** – Project Delivery & Environment Manager
- **Giles Radford** – Project Delivery Team Leader
- **Bob Carter** – Operations Manager
- **Adam Cobb** – Lion Yard Toilet Refurbishment Project Manager

### 3.0 **PROJECT BOARD ACCOUNTABILITY**

3.1 The Project Board is accountable to the Cambridge City Council (CCC) Environment Scrutiny Committee (ESC). Major decisions of the Project Board will be outlined in appraisal reports submitted to the committee prior to implementation of each project phase.

### 3.2 **Project Board Meeting**

3.2.1 Project Board Meetings will be organised by the Project Manager and will be held bi-monthly. The exact date, time and location will be determined prior to each meeting. The Executive (**Cllr Jean Swanson**) shall chair all meetings.

3.2.2 Agenda and Highlight Report together with any associated documentations will be distributed to all invitees one week prior to each

meetings. This will be undertaken via email. Should any resource be too large for email, it will be distributed via a file transfer protocol (FTP) site.

3.2.3 For every meeting the agenda shall include:

- § Highlight Report;
- § Programme;
- § Project Risk Register;
- § Issues;
- § Change Control;
- § Finance Log.

3.2.4 Specific issues will be covered and, where appropriate, agreed at each meeting in relation to the project stage. Details of specific issues shall be distributed with the agenda prior to each meeting and shall be covered during the Highlight Report and Programme items of the agenda. The final item on the agenda will be to ask all attendees if they have any other business (AOB).

3.2.5 Minutes of each meeting shall be taken by Cambridge City Council Business Support Team and distributed to all invitees one week after the meeting.

3.2.6 Subject to consent, email addresses of all invitees shall be distributed to all board members to facilitate communications.

***NOTE: all definitions have been taken from 'Managing Successful Projects with PRINCE2™' and amended to suit the particular requirements of this project.***