

CHORD PROGRAMME GOVERNANCE AND MANAGEMENT ARRANGEMENTS

1 Summary

- 1.1 When the Council decided on 27 November 2008 to allocate, but not yet commit, £30+m of capital funding to projects across Argyll and Bute which followed its consideration of the CHORD OBCs, it remitted to the Executive to establish programme governance arrangements to ensure the CHORD Programme was taken forward in a planned, transparent and accountable way. This involved setting up a Programme Management Board (PMB) to manage the programme and Project Boards to develop and manage the individual projects, following Prince2 and Managing Successful Programmes (MSP) principles.
- 1.2 The attached minute extract is from the PMB meeting on 20 March 2007(Appendix 1). The PMB has agreed Programme Governance and Management arrangements (Appendix 2) and a template for a Project Initiation document (PID) (Appendix 3). The PID is the preliminary deliverable towards the first main deliverable of a Full Business Case (FBC) for each project.

2 Recommendations

- 2.1 Area Committees and Project Boards are asked to note the Programme Governance and Management arrangements which will be used during the CHORD programme.
- 2.2 Area Committees are invited to appoint relevant local Councillors to be core members of the relevant Project Board
- 2.3 Project Boards are requested to put in place arrangements that will enable them to sign off the completed PID as the first preliminary deliverable of the project.
- 2.4 Project Boards are requested to consider whether they wish to include other people to become non- core consultative members on the Project Board.

3 Detail

- 3.1 The Governance arrangements provide for a Project Board to cover all the projects in each town. This is to comprise the relevant local councillors and the link Director, as core members. It will be those core members of the Board who sign off the important documents and stages of the project, such as the PID and FBC. Area Committees are asked to appoint the Councillor

Members of the Board. The PMB has suggested this should be a small number of local Councillors, appropriate and necessary to the projects being taken forward. Other councillors could be appointed as non-core members where there is a relevant interest. The Board may also include other people from the community eg local community council or others. It should not include any person who may have or represent an organisation which would have a financial interest in any project.

- 3.2 The Programme and Project Management arrangements provide for a Programme Senior Responsible Officer (SRO). This will be the Head of Economic Development and Strategic Transportation who will have ultimate accountability for the delivery of the programme. There will be a Programme Manager, yet to be appointed, by way of secondment for 6 months in the first instance. The recruitment of this person is underway. Each Project will have a Project Manager who will be appointed from within Development Services to lead a Project Team for each project and work with the Project Board. The respective roles associated with all these arrangements are set out in the Programme Governance and Management Arrangements. Area Corporate Services Managers will administer the Project Boards.
- 3.3 The next step for Project Boards is to put in place with the Programme Manager and the relevant Project Manager, the detailed arrangements for developing and signing off the PID as the first preliminary deliverable. These need to be signed off within a similar period and submitted to the PMB so that the Executive can determine a programme for allocating funding from the 2009/10 and previous years ring fenced CHORD revenue allocations. It is anticipated that the PIDs will be developed within a four to six week time frame. The Programme SRO already has this underway. Thereafter FBCs will be developed according to a programme over a period, which will be influenced by factors included in the PIDs and available funding. The available funding will be allocated by the Executive from the £400k provided in 2009/10 and from unspent CHORD money from previous years which has been ring fenced and carried forward.

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