

**MINUTES of MEETING of CHORD PROGRAMME MANAGEMENT BOARD held in the
COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD
on TUESDAY, 5 MARCH 2013**

Present: Councillor Roderick McCuish (Chair)

Councillor John Semple

Also Present: Councillor Ellen Morton

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director – Customer Services
Sandy MacTaggart, Executive Director – Development and
Infrastructure
Robert Pollock, Head of Economic Development
Helen Ford, CHORD Programme Manager

The Chair ruled and the Board agreed that the business dealt with at item 7 of this minute be dealt with as a matter of urgency by reason of the need to move forward with a proposal for effectively and efficiently managing the inception, development and delivery of Strategic Projects within the Council.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence intimated.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the meeting of the CHORD Programme Management Board held on 3 October 2012 were approved as a correct record.

4. CHORD PROGRAMME UPDATE - HIGHLIGHT / PROGRESS REPORT

Consideration was given to a report which highlighted the key products completed for the reporting period November 2012 to February 2013, the key products outstanding to date and the key products for the next reporting period in relation to the CHORD Programme.

Decision

The CHORD Programme Board –

1. Noted the report.
2. Agreed that a brief paper containing the detail that had been provided under the target timescales update be submitted to each of the four Area Business Day meetings with a view to keeping Members updated on the progress with the CHORD Programme.

(Reference: Report by CHORD Programme Manager dated 24 February

2013, submitted)

5. CHORD CONSULTANCY FRAMEWORK

The CHORD Programme Manager provided a verbal report on the CHORD Consultancy Framework which would be in place for a 3 year period. Members were advised that there had been 5 companies taken to full tender with the evaluation having been completed on 4 March 2013 with no objections. The top three tenders were Parsons Brinckerhoff, Amey and Capita; and a scoping exercise would now be undertaken in respect of the tasks the consultants would be required to undertake.

Decision

The CHORD Programme Board noted the verbal update.

(Reference: Verbal update by CHORD Programme Manager)

6. LORN ARC UPDATE

The Board received an informative presentation by the Head of Economic Development on the progress of the Lorn Arc project to date, funding priorities and the next stages for the project.

Decision

The CHORD Programme Management Board noted the information provided in the presentation.

(Reference: Presentation by Head of Economic Development)

7. STRATEGIC PROGRAMME BOARD - DISCUSSION PAPER

The Board considered a report which outlined a proposal for a structure for how the Council might more efficiently and effectively manage the inception, development and delivery of strategic projects.

Decision

The CHORD Programme Management Board –

1. Agreed to recommend the proposed formation of a Strategic Programme Board and governance structure.
2. Requested the Executive Directors for Development and Infrastructure and Customer Services to develop these proposals for consideration by Members.

(Reference: Joint report by Executive Directors of Development and Infrastructure and Customer Services dated 1 March 2013, submitted)