

Terms of Reference for Project Steering Board

1. The Project Steering Board is advisory in status.
2. The role of the Project Steering Board includes
 - 2.1 Contributing to the definition and scope of the project prior to approval by the Project Executive Board.
 - 2.2 Receiving regular reports from the Project Manager and Director of HR/OD on the progress of the project and on emerging issues and difficulties
 - 2.3 Offering suggestions as to how those emerging issues and difficulties may be resolved.
 - 2.4 Being assured that staff who are within purview of the project are kept informed by the adoption of wide ranging means of communication which is realistic having regard to the diversity of work and work places within purview of the project.
3. The Project Steering Board will comprise :-
 - 3.1 Chairman of Staffing Policy Committee;
Opposition Spokesman on Staffing Policy Committee;
Three Service Directors nominated by the Extended Leadership Team;
Director of HR/OD;
Project Manager;
Director, Employment & Learning, South West Employers;
Three Trade Union officials nominated by the local Trade Unions and to include a Regional Official if sought.
 - 3.2 The Steering Board has the ability to second additional members as appropriate.
4. The Project Steering Board will act with discretion, recognising that some of the matters to which it will be party will be confidential and that early and unauthorised disclosure of such material could prejudice the conduct and outcome of the project. To this end Steering Board members will not disclose new material in advance of meeting of the Steering Board to otherwise interested parties. The board will determine whether such material will remain confidential or is able to be disclosed.

5. The Steering Board will meet normally every two months, but has the ability to meet more regularly if this is deemed advisable or necessary.

Terms of Reference of Project Executive Board

1. The Project Executive Board will be responsible for :-
 - 1.1 Approving the terms of reference and scope of the project.
 - 1.2 Monitoring its progress through regular reports from the Project Manager and contributing to resolution of difficult issues.
 - 1.3 Making recommendations on key issues likely to have major financial/ industrial relations/service implications to Cabinet and/or Staffing Policy Committee as appropriate.
 - 1.4 Monitoring the annual budget expenditure of £350,000 per annum.
2. The Board will comprise :-
 - Directors of Resources and Economic Development Planning & Housing on behalf of CLT.
 - Director of HR/OD.
 - Director of Finance.
 - Director of Legal Services.
 - Portfolio holder for BMP, ICT, HR, Procurement and Customer Services
 - Chair of Staffing Policy Committee.

The Project Manager will also normally attend meetings of the Board.