

### Terms of Reference of Project Executive Board

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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.