

Eco Bicester Strategic Delivery Board

Date of meeting: 23 January 2014	AGENDA ITEM NO: 3
Report title: Project Governance Update	
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1. Purpose of Report

1. To set out the proposed project management structure that sits below the SDB and will ensure delivery of the boards objectives.
2. To inform the Board that an SDB action plan for 2014/15 is being prepared and will be presented at the April Board.
3. To inform the Board that in light of the review of project governance and the development of the 2014/15 action plan that it is proposed to review the terms of reference of the Board to ensure they are up to date, support delivery of the key strategic sites in Bicester and objectives of the organisations represented on the Board.

2. Background

- 2.1 As a result of the appointment of the Director (Bicester) in October 2013 and her review of the terms of reference and outcomes required from the various project teams/ workstreams it is proposed that the project management structure that underpins the Eco Bicester Strategic Delivery Board (SDB) is amended to ensure delivery and a holistic and strategic approach to the development of the town.

3. Project Governance

- 3.1 The proposed structure is set out in Appendix A. The main change is that the original project steering group has been split into 2 steering groups.
- 3.2 One will focus on the delivery of the NW Bicester monitoring delivery of the Exemplar, Masterplan and Eco Business Centre and the other steering group will monitor progress on all other strategic sites, town wide initiatives, the Vision and project governance.
- 3.3 The Terms of Reference, membership and project plans for each of these steering groups are being finalised and will be presented to the board in April 2014.
- 3.4 As part of the review the Director (Bicester) has consulted with all stakeholders and considered how the structure fits in with the Place Programme Board. This board oversees the progress of major proposals and corporate priorities within the District, including NW Bicester development, Graven Hill and Town Centre Regeneration. The Place Programme Board will ensure that these projects progress in line with the District Council's strategic project management protocols, has appropriate and the necessary resources are in place to ensure that this is the case.

4. Make up and functioning of the Strategic Delivery Board

- 4.1 The make-up and purpose of the SDB is set out at appendix B and other than some changes to the names and titles of representatives of the organisations represented on the Board there are no further changes.
- 4.2 As the Board currently meets quarterly, it is important that there is some consistency in representation on the Board to ensure delivery of projects, some of which will take place over a number of years. The Board has functioned well, all be it with an evolving role, over the last three years and therefore it is not recommended that significant change to the make-up of the Board is contemplated at the present time.

5. Terms of reference of the Strategic Delivery Board

- 5.1 In July 2012 the terms of reference and working arrangements of the Board were revised to reflect the desire of the Board to consider the future of the town as a whole and those matters which will impact on it.
- 5.2 Work on the Exemplar site is about to commence, the Masterplan is scheduled for submission shortly and a number of strategic sites in Bicester are now gathering pace so in line with the review of the steering groups and project teams it is proposed that the terms of reference are reviewed again to ensure focus on delivery.

6. Priorities for the Board – 2014/15 Action Plan

- 6.1 The Eco Bicester project under the leadership of the SDB has successfully progressed the work on the masterplan and delivered a number of successful demonstration projects.
- 6.2 The Shared Vision for Bicester sets out wide ranging ambition for the town. As reported at the last meeting many actions are being undertaken to deliver against the vision. An action plan for the 2014/15 year is being prepared and together with the action plans of the 2 steering groups will be presented to the Board for endorsement in April 2014.

7. Recommendations

The Board is recommended;

- 1. To endorse the proposed revisions to the project management arrangements that underpin the strategic delivery board.
- 2. To note the minor amendments to the Board membership.
- 3. To nominate 2 members of the Board to work with the Director (Bicester) and the Project Team to develop an action plan for the Board for 2014/15 to be presented to the April meeting.

8. Appendices

- A. Project Governance
- B. Wider project management arrangements