



## Appendix J - Project Governance Board Terms of Reference

### Redditch Town Investment Plan

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<b>Project:</b>	Redditch Town Investment Plan	<b>Date:</b>	January 2021
<b>Prepared by:</b>	NWEDR and Redditch Borough Council	<b>Checked by:</b>	NWEDR and Redditch Borough Council
<b>Approved by:</b>	NWEDR and Redditch Borough Council		

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### Project Governance Board Terms of Reference

The Project Board has a strategic role that includes several responsibilities / accountabilities, as listed below.

The Board:

Provides overall strategic direction and guidance, including inputs to context beyond the project, such as synergies with other council or partners' projects / interventions.

Ensures cross-functional representation from Redditch Borough Council, project delivery partners and key stakeholders.

Is responsible for the overall success of the project (i.e. delivery project outputs and outcomes).

Ensures appropriate programme and project management processes, systems and procedures are implemented.

Makes key decisions and is responsible for the commitment of resources (including external funding) to the projects, including taking reports to Cabinet Members, Boards.

Signs off the completion of each project stages and authorises the start of the next stage (gateway approval).

Resolves escalated issues and risks from the Project Delivery Team (i.e. which cannot be resolved by the Project Manager).

Sets project tolerance levels.

Approves project scope, budget and timeframe.

Approves major changes to the project scope, budget and duration.

Approves the key stakeholder and public engagement strategy and programme.

Approves Project Highlights Reports.

Approves the End Project Reports.