

 <p>ABERDEEN CITY COUNCIL</p>	<p>Corporate Project Management Toolkit</p> <p>TERMS OF REFERENCE</p>	<p>Governance Arrangements</p>
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Title	Strategic Asset and Capital Plan Board		
Lead	Bernadette Marjoram		
Date	20 March 2017	Version	V0.5

Purpose
<p>The Strategic Asset and Capital Board will lead on the development and maintenance of the Capital Strategy that is consistent with Council priorities.</p> <p>The Board will have an oversight and stewardship role for the delivery of the Councils Capital expenditure including, the Strategic Infrastructure Plan (SIP), the Council Non Housing Capital Plan (NHCP) and the Council's Housing Capital Plan (HRA), external capital funding, etc.</p> <p>It will provide strategic direction and make decisions, where appropriate, on Council assets and strategic infrastructure proposals, and provide stewardship to the delivery of the Council's Corporate Asset Management Plan (CAMP) and associated Asset Management Plans.</p>

Meeting Frequency	Quorum
Monthly	Chair (or nominated other) and 5 others

Remit and Responsibilities
<ul style="list-style-type: none"> • Establish and embed a robust and effective governance framework through which all Council capital projects will be evaluated and prioritised for development and delivery, subject to Member approval; • Identify and monitor resources available to fund the Capital Programme; • Manage the overall Capital Programme budgets; • Oversight and stewardship of the CAMP; • Provide strategic direction to the programmes and projects where necessary; • Scrutinise and challenge programmes and project progress; • Give direction and make key decisions on emerging issues and risks, that cannot be resolved at programme or project level; • Ensure appropriate capacity and capability is in place to deliver, and where necessary, commit resources as required; • Manage the stage gate process by assessing and approving all project documentation at each stage; • Assess and make decision on all change control requests; • Engage with key stakeholders and manage their influence and expectations; • Support the programme sponsors as appropriate and • Support the Asset Management Service in relation to delivery of the CAMP.



Membership

- Bernadette Marjoram, Interim Director of Communities, Housing and Infrastructure (SRO and Chair)
- John Quinn, Head of Land and Property Assets
- Richard Sweetnam, Head of Economic Development
- Eric Owens, Interim Head of Planning and Sustainable Development
- Mark Reilly, Head of Public Infrastructure and Environment
- Derek McGowan, Head of Communities and Housing
- Euan Couperwhite, Head of EC&S Policy, Performance and Resources
- Steve Whyte, Head of Finance
- Fraser Bell, Head of Legal and Democratic Services
- Craig Innes, Head of Commercial and Procurement
- Marc Cole, City Centre Director
- David Leslie, Service Manager PMO (Portfolio Manager)
- Other officers will be invited, as required i.e. Stephen Booth, Senior Service Manager – Asset Management.

Support Arrangements

The Strategic Asset and Capital Board will be supported by the Corporate Programme Management Office (PMO). The PMO will manage the meeting arrangements (schedule meetings, prepare and submit agenda and arrange minute taker) and will develop, collate and submit reports to the Board as part of the agenda.

The Board will receive the agenda 3 working days prior to the Board meeting.

Support in relation to Land and Property discussions, the Corporate Asset Management Plan and Housing Capital Plan will be provided by the Senior Service Manager – Asset Management. The Service Manager – Asset Management will attend board meetings, as necessary, to provide technical support and knowledge.

Additional support or papers from other services or partners will be provided as and when required and will be co-ordinated by the PMO.

Governance and Reporting Arrangements

- The Interim Director of Communities, Housing and Infrastructure will chair the Board;
- The Board will be accountable to the Corporate Management Team (CMT);

Reporting to the Board

- Progress against each programme will be provided to the Board via a Highlight Report, outlining key issues

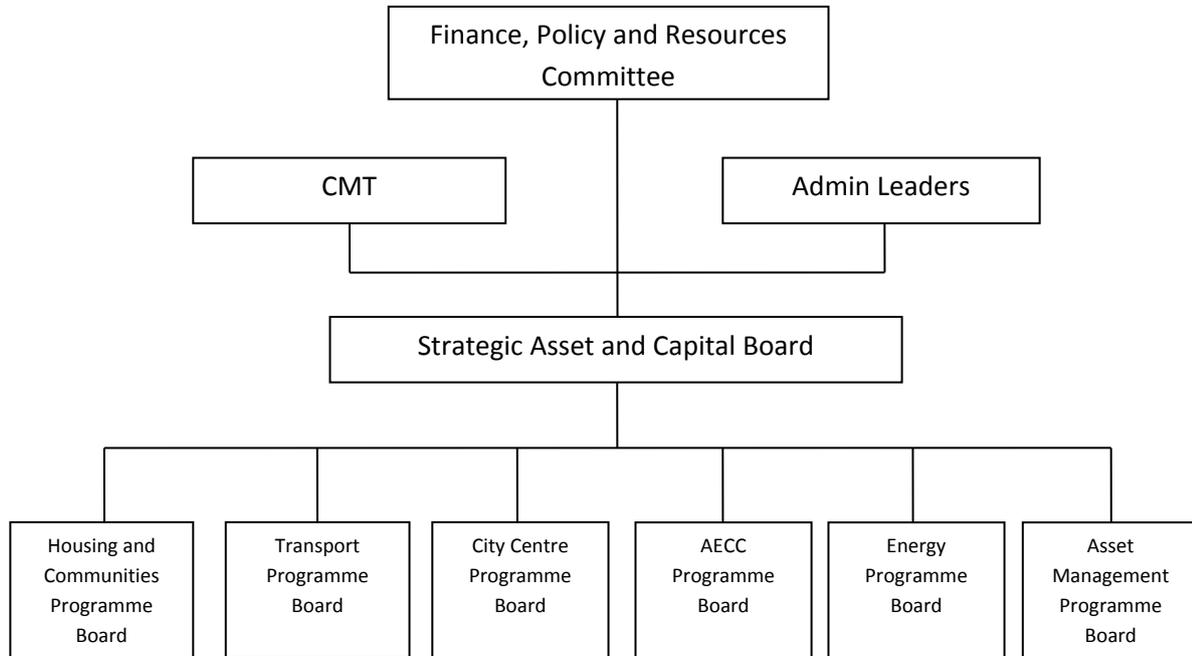
and risks, as well as decisions required from the Board;

- The Programme Sponsors are accountable for and will speak to the relevant programme highlight report;
- The Programme Managers will produce and submit the Highlight Reports;
- The Board will also receive for consideration and approval reports in relation to the stage gate review process;
- The Programme Managers will submit all reports in relation to the stage gate review process;
- The relevant Programme Sponsor will present the report, accompanied by the Programme or Project Manager as necessary;
- The Service Manager – Asset Management will develop, collate and submit reports to the Board, via the PMO, in relation to the CAMP.

Reporting from the Board

- The Board, via the Chairperson, will provide a monthly Highlight Report to the CMT;
- The Highlight Report will be prepared and submitted by the Portfolio Manager, after approval from the Chairperson;
- The Board, via the Chairperson, will provide a Highlight Report/Dashboard to the Administration Leaders, at their monthly CMT/Admin Leaders meeting;
- The Highlight report will be prepared and submitted by the Portfolio Manager, after approval from the Chair;
- The Board, via the Chair, will provide the Finance, Policy and Resources Committee with progress on the Capital Programme (and any other Member forum as directed);
- The report will be prepared by the Portfolio Manager and Senior Finance Officer, and submitted after approval from the SRO and appropriate Council consultation procedures

Governance and Reporting Arrangements



N.B.: Any other Member Forum will be included in these Governance arrangements as and when agreed by Members.