

**WEST SUSSEX BUILDING CONTROL
BUSINESS CASE DEVELOPMENT PROJECT**

**PROJECT BOARD
TERMS OF REFERENCE**

1. To oversee the delivery of the project within the timetable and within cost and to the required quality.
2. Ensure effective project management arrangements are in place.
3. Ensure and monitor adherence to the project plan.
4. Ensure that there are sufficient project management resources available to deliver the project successfully.
5. Ensure there is a risk management system in place and receive regular reports on the risks and issues.
6. Ensure there are mechanisms in place to minimise the disruptive effects of the project on key stakeholders.
7. Raise awareness and provide progress updates where appropriate to SMT, Committee, Cabinet and Council.
8. Ensure there is an integrated, communications plan in place to keep all relevant stakeholders informed of progress.
9. Ensure there are mechanisms in place for the close coordination and performance management of the Councils' project advisors and any partners.
10. Provide leadership, advice and support to the Project Manager.
11. To guarantee the demonstration of probity at all times and maintain a sound audit trail.
12. To ensure compliance with relevant Councils' Policies.
13. To receive reports from the Project Manager.
14. The Board shall meet as and when necessary to discharge its functions.

At the appropriate stage i.e. Agreement to go ahead:

1. Ensure there is an integrated, communications strategy in place to keep all relevant stakeholders such as, staff, public and relevant third party organisations, informed of progress.
2. Ensure there is appropriate consultation with the public on the proposals (if required).