

PRESTON, SOUTH RIBBLE AND LANCASHIRE CITY DEAL – GOVERNANCE STRUCTURE

**CITY DEAL PROGRAMME BOARD
(The Sponsoring Group)**

Function: Has strategic overview of the partner organisations and decides on strategic direction. Provides executive level commitment to the programme and has responsibility for the investment in the programme. Establishes and demonstrates the values and behaviours of the Partnership and vision for the programme. Engages and briefs political Leaders, providing final clearance of reports for the Executive Board and advises on programme level risks and issues identified by the project team.

Members: CEO's PCC/LCC/SRBC, Homes England Executive Director, SRO.

Advisors to the Group: Programme Manager, Finance Expert and Legal Expert.

Inputs: reports cleared by Project Team including new project proposals, strategic issues and risk log,

Outputs: final reports cleared for City Deal Exec including recommendations for new projects.

Frequency of meetings: Quarterly – 2-3 weeks before the Executive

LANCASHIRE ENTERPRISE PARTNERSHIP

HOMES ENGLAND NATIONAL BOARD

CITY DEAL EXECUTIVE

Chair: LEP Director
Members: LEP Director, Leaders of LCC, PCC and SRBC and Secretary

CITY DEAL STEWARDSHIP BOARD

Chair: Homes England Executive Director for North West
Members: LEP Director, Chief Executives of LCC, PCC and SRBC

CITY DEAL PROJECT TEAM

Members: **Chair:** SRO (Project/Programme Director), Programme Manager, Senior officers/partner Organisations /legal/finance/communications

Function: Ensures that the programme delivers within the agreed boundaries: including cost, organisational impact and pace. Empowered by the programme board to take decisions regarding the day to day delivery of the programme including the management of risks and issues, resolving strategic issues between projects or issues of direction that require input and agreement from all partners. Maintains focus on the development, maintenance and achievement of the delivery plan and reporting of project performance and deal outputs. Directs the work of the programme manager and commissions supporting activities.

Individually, members of the Project Team provide support for the SRO and have local responsibilities within their own organisations/areas of work including helping their organisations understand the programme, its objectives, and manage their role in delivering it. They are also responsible for monitoring their organisation's achievement of the objectives and for resolving issues and risks to the programme that arise within those organisations. They are also responsible for representing local strategy back to the programme and for compliance with standards that the programme is defining. Members of the Project Team are also responsible for making resources available within their organisations/areas of work, to plan and execute programme activities.

Inputs: Large Project update reports, quarterly project performance dashboard, programme risk and issues log, quarterly finance reports, 6 monthly monitoring report/performance on outputs, annual business plan, ad hoc reports, communications and marketing plan and performance reports, new project proposals.

Outputs: Provides approval on all reports (subject to Programme board final approval) updated issues/risk log, approved business plan, recommendations for new projects for consideration by Executive.

Frequency of meetings: Fortnightly

Programme management

Function: Supports all aspects of the day to day management and delivery of the programme as directed by the SRO (programme director) and project team. This includes effective co-ordination of the projects and dealing with interdependencies, managing and resolving risks and issues, maintaining the overall integrity and coherence of the programme, managing the programme's budget, monitoring expenditure and costs against outcomes etc. Tasks include: preparation of the annual business plan, project and programme performance management and support. Establishing processes with regard to risk and issue management, project monitoring, preparation of reports and processing of new project proposals.

Function: provides detailed and technical project direction and scrutiny on every aspect of the project

Large Project Board 1 (PWD)

Members: Project Exec, Project Manager, senior user and senior supplier, LEP involvement at inception

Inputs: project plans, project risk/issue logs/project update reports, finance etc.

Outputs: A quarterly project update report prepared by the PM and approved by the Project board for city Deal project Team – report on template that will set out performance, risks/issues, budget, spend and forward look

Frequency: determined by the board

Large Project Board 2 (A582)

Members: Project Exec, Project Manager, senior user and senior supplier, LEP involvement at inception

Inputs: project plans, project risk/issue logs/project update reports, finance etc.

Outputs: A quarterly project update report prepared by the PM and approved by the Project board for city Deal project Team – report on template that will set out performance, risks/issues, budget, spend and forward look

Frequency: determined by the board

Large Project Board 3, 4, 5

Members: Project Exec, Project Manager, senior user and senior supplier, LEP involvement at inception

Inputs: project plans, project risk/issue logs/project update reports, finance etc.

Outputs: A quarterly project update report prepared by the PM and approved by the Project board for city Deal project Team – report on template that will set out performance, risks/issues, budget, spend and forward look

Frequency: determined by the board