

**Draft Document for outlining the Project Board's roles and responsibilities.**

**Report Date 16/02/2021 Version 5.2. Author Tom Buxton-Smith EDDC**

Note this draft is subject to further changes, and will be submitted to Cabinet for approval.

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**1) Project Hierarchy and where the project board sits**

- 1.1 EDDC, as Risk Management Authority (RMA), has permissive powers to carry out the project should it wish to. It is the lead on the project.
- 1.2 EDDC delegates responsibility for delivering the project to a senior manager (in accordance with its scheme of delegation).
- 1.3 That senior manager oversees the delivery of the project. This is best done through or with the assistance of a project board, chaired by the senior manager.
- 1.4 That senior manager or the project board delegate (when required) responsibility for managing the project to a project manager (in accordance with the Council's scheme of delegation and if necessary with clarification by the senior manager about the scope of decisions the project manager may make for the timely and effective management of the project)
- 1.5 Any decisions made by the project manager under 1.4 will be reported to the Project Board.

**2) Responsibilities**

The project board should have the following responsibilities

- 2.1 Oversee the delivery project, in accordance to of the aims of the project (see Appendix 4.1)
- 2.2 Manages the Projects Risk (see Appendix 4.2)
- 2.3 Sits below senior manager at 2.3 who reports the Project Board's activities to cabinet, and makes decisions it is permitted to under the delegated authority set out by EDDC documents
- 2.4 Receives both formal and informal advice from the Advisory Group
- 2.5 Documents decisions made, and presents them back to the Advisory Group
- 2.6 Able to set up sub-groups to discuss technical matters. For example a commercial group during the tendering of contracts phase.
- 2.7 Make decisions in accordance with the relevant scheme of delegation.

**3) Roles (Positions)**

The Project Board should have the following positions filled.  
See appendix 4 for definitions of roles)

- 3.1 Project Executive: EDDC officer (Strategic Lead Level)
- 3.2 Project Sponsor: A council Member
- 3.3 Project Primary Partner : Environment Agency
- 3.4 Project Secondary Partner: Single representative from other contributors (DCC, CRAG, Sidmouth Lifeboat, STC)
- 3.5 Project Manager: EDDC officer

The Project Executive will chair the project board.

Further advisory, but non decision making positions can be added when required

- 3.6 (Engineering Council Contract) ECC project manager (administering contracts and making decisions based on administering the contract only)
- 3.7 Principle Designer (Required by (Construction Design Management) CDM regulations to advise on safe construction/operation
- 3.8 Environmental/ lead if required
- 3.9 Consultant once appointed
- 3.10 Contractor once appointed.

#### 4) Appendices.

##### 4.1) Project Aims

Aim's to be copied here

##### 4.2) Project Risks

- Economic
- Technical
- Reputational ( Sidmouth's reputation as a sea side town, not EDDC's reputation)
- Political
- Environmental. The social, built and natural environments

##### 4.3) Delegated authority

Insert cabinet report here

##### 4.4) Roles/positions descriptions

- 4.4.1 **Project Sponsor:** Elected member representing the council's commitment to the project, ensuring the project meets its own organisations expectations from the project.
- 4.4.2 **Project Primary Partner :** Providing the majority of the funding for the project, so will need to be involved with decisions on the spending of the money, and if it meets its own organisations expectations from the project

- 4.4.3 **Project Secondary Partner** : Providing a contribution towards for the project, so will need to be involved with decisions on the spending of the money, and if it meets its own organisations expectations from the project
- 4.4.4 **Project Manager**: All major and minor correspondence on the project should pass through the project manager. They have the day to day running of the project to manage. Once ECC PM appointed, contractual and payment matters will be managed by the ECC PM
- 4.4.5 **Project Executive**: A senior officer within the client's organisation. They have delegated authority from the client's organisation to make decisions up to a set financial risk or financial value as outlined in the scheme of delegation. They represent the Risk Management Authority (RMA) whose permissive powers are being used to carry out the project on behalf of the local community. They may have a financial stake, however their primary role is to ensure the project is delivered to the agreed aims, budget, time and quality

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