

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

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1) Responsibility's

The project board should have the following responsibilities

- 1.1 Oversee the delivery project, in accordance to of the aims of the project
- 1.2 Manages the Projects Risk (see Appendix 3.1)
- 1.3 Sits below cabinet, and makes decisions it is permitted to under the delegated authority set out to the Strategic Lead - Housing & Environment, Housing, Health & Environment
- 1.4 Receives both formal and informal advice from the Advisory Group
- 1.5 Documents decisions made, and presents them back to the Advisory Group
- 1.6 Able to set up sub-groups to discuss technical matters. For example a commercial group during the tendering of contracts phase.

2) Roles (Positions)

The Project Board should have the following positions filled

- 2.1 Primary Client: EDDC member
- 2.2 Project Sponsor : Environment Agency
- 2.3 Project Secondary Sponsor: Single representative from other financial contributor
- 2.4 Project Manager: EDDC officer
- 2.5 Project Executive: EDDC officer (Strategic Lead Level)

Further positions can be added when required

- 2.6 (Engineering Council Contract) ECC project manager (administering contracts)
- 2.7 Principle Designer (Required by (Construction Design Management) CDM regulations to advise on safe construction/operation
- 2.8 Consultant once appointed
- 2.9 Contractor once appointed.
- 2.10 Environmental Lead if/when required

3) Appendices.

3.1 Project Risks

- Economic
- Technical
- Reputational (Exmouth Town) ... Exmouth's reputation as a sea side town
- Political
- Environmental. The social, built and natural environments