

Terms of Reference Apprenticeship Levy v1

Purpose of the Project Board

The overarching role of this Project Board is to be responsible for the overall direction and management of the Apprenticeship Levy. The Board will monitor project progress and take appropriate action to resolve issues when they arise. The primary role of this board is to ensure that the resources and associated funding are available to enable the successful delivery of the project which is required to be delivered to maximise the use of the Apprenticeship Levy for Shropshire Council.

Aims & Objectives:

1. To ensure that projects are delivered on time and within budget through:-
 - Approving the project plan
 - Monitoring progress against the project plan
 - Agreeing the success criteria for phases of the project
 - Setting the tolerances for each stage within which the project manager can operate without recourse back to the project board
 - Signing off the successful completion of phases, and authorising progress to subsequent phases
 - Approving changes to the project plan
 - Monitoring project resources and assessing whether they are appropriately deployed and accounted for
 - Reviewing options and taking any subsequent appropriate action in the event that allocated project resources are insufficient
 - Monitoring the project costs against budget
2. To ensure that the objectives of the project, and its progress are appropriately communicated through all levels of Shropshire Council
3. To ensure that project risks are identified and effectively managed
 - Approving and monitoring the risk register
 - Taking responsibility for the management of identified risks and issues as appropriate

Values

1. The values of this Project Board shall be:
 - Treat each other with respect
 - Discuss issues in an open and honest way

- Constructively challenge ideas and processes
- Identify ways in which project problems and issues can be resolved
- Adopt a duty of care and responsibility for the overall objectives of the Project
- Be on time and contribute positively to the meeting

Administration

The administration arrangements for this board shall be:

- The Board will meet every month to review overall progress with the Project
- The Board will discuss and review specific project issues and seek appropriate resolutions to problems which may arise
- Agreed actions will be recorded for each meeting and circulated to the group as part of the meeting minutes
- HR will provide support to administer meetings

Governance

The Project Board will apply a governance framework to support the delivery of the Project. This Board will provide updates on progress to key project stakeholders when required

Members

The following membership is proposed for this Board with appropriate deputies to be allocated when required:-

- Senior Responsible Owner (Project Sponsor /SRO) – George Candler
- Project Manager - Sam Williams
- HR Representatives – Lorraine Edwards, Carolyn Madle, Julie Perrins
- Finance Representative – Cheryl Sedgley
- Procurement Representative – Nigel Denton
- Legal Services Representative – Tim Collard
- Communications Representative – Andrew Boxall
- Adult Services Representative – Susie Mclagan
- Children’s Services Representative – Janine Vernon
- Commissioning Representative – Claire Cox
- Schools Representative - Phil Wilson, Kay Redknapp (Secondary Schools), Jacqui Carter (Primary Schools)
- Public Health Representative – Dr Irfan Ghani
- Risk Management – Angie Beechey/Jane Cooper
- Trade Union Representative – Alan James, Unison

Roles & Responsibilities

Project Board

- Defining the acceptable risk profile and risk thresholds, for the project and its constituent projects
- Ensuring the project delivers within its agreed parameters (e.g. time, cost, organisational impact and rate / scale adoption; expected / actual benefits realisation, etc.)
- Resolving strategic and directional issues between projects, which need the input and agreement of senior stakeholders to ensure project progress.

Project Sponsor / Senior Responsible Owner (SRO)

- Owns the vision of the project
- Leads the project, providing clear leadership and direction throughout its life
- Provides overall direction and leadership
- The Project Sponsor will arrange the agenda and chair the meeting
- Has personal accountability for its outcome
- Is accountable for the project governance arrangements
- Manages the interface with key senior stakeholders, keeping them engaged and informed
- Manages the key strategic risks facing the project
- Maintains the alignment of the project to the organisation's strategic direction
- Secures any investment required to set up and run the project, and fund the transition activities so that the desired benefits are realised

Project Manager

- Taking the project forward from appointment, supervising, delivery and through to closure of the project
- The Project Manager has the authority to run the projects on a day to day basis within the tolerances set by the Project Board
- Planning and designing the project and proactively monitoring its overall progress, resolving issues and initiating corrective action as appropriate.
- Maintaining overall integrity and coherence of the project
- Managing, resolving or escalating any risks and other issues that may arise
- Initiating extra activities and other management interventions wherever gaps in the project are identified or issues arise.
- Managing the project budget, monitoring the expenditure and costs against benefits that are realised as the project progresses
- Managing third-party contributions to the project
- Ensuring maximum efficiency in the allocation of resources and skills within the project
- Providing information on national/regional activity to the project board.
- Reporting progress of the project at regular intervals to the SRO

- The Project Manager is responsible for ensuring that the project produces the required product(s), to the required standard of quality and within the specified constraints of time and costs
- The Project Manager must ensure the project produces outcomes which are capable of maximising the Apprenticeship Levy
- The Project Manager will produce the materials for the Project Board and will produce the minutes

Service Area Representatives

- The Project Board representatives from Service and Functional areas will ensure the project gives value for money, retains a clear business focus and ensure that the needs of the organisation are provided.
- They will be responsible for controlling the two-way flow of information between the Project Board and their service areas which may directly impact on this project.
- They will engage with the Project Manager, both formally and informally when required and will provide appropriate information, support and guidance to the project manager.
- Will provide approval for the Project Requirements and other management products as required by the project manager.
- Will provide appropriate and necessary input and resources as requested by the Project Manager
- Preparing the affected business areas for the transition to new ways of working; potentially implementing new business processes.
- Maintaining the focus on maximising the Apprenticeship Levy for the organization and service area.
- Implementing the mechanisms by which benefits can be realised and measured.

Review of Terms of Reference

The Terms of Reference will be reviewed on a minimum of an annual basis or by exception as agreed by the Project Board.