



**Lewes District Council**



Working in partnership with **Eastbourne Homes**

## **Capital Programme Oversight Board**

### **TERMS OF REFERENCE**

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## 1. Document History

Version	Date	Purpose	Author
1.0	10/12/21	Draft Created	Jane McCarthy-Penman
2.0	14/12/21	Updated following discussions with the Head of Commercial Business & Development	Jane McCarthy-Penman
3.0	20/12/21	Updated following discussions with Director of Regeneration & Planning	Jane McCarthy-Penman
4.0	10/01/22	Updated following discussions with Deputy CFO	Jane McCarthy-Penman

### 1.1 Reviewers

Name	Title	Version Number
Nathan Haffenden	Head of Commercial Business & Development	1.0
Ian Fitzpatrick	Director of Regeneration & Planning	2.0
Ola Owolabi	Deputy CFO	3.0

### 1.2 Associated Documents

Title	Location	Date
SPB Terms of Reference	<i>add file ref</i>	
PRSOP Terms of Reference	<i>add file ref</i>	
RAMP Terms of Reference	<i>add file ref</i>	

## 2. Aims

The Capital Programme Oversight Board (CPOB) will provide strategic direction, oversight and corporate assurance for the General Fund capital programme and Housing Revenue Account (HRA) Business Plan across Lewes District and Eastbourne Borough Councils.

The CPOB will have an oversight and stewardship role for the delivery of both Councils Capital expenditure including, the Council General Fund Capital Plan, the Council's Housing Capital (HRA), Commercial Activities/non-commercial investments, capital financing/funding, etc.

The CPOB is also responsible for addressing programme issues and reviewing risk and financial implications for LECs.

The CPOB will drive through the Assurance Review recommendations in respect of the capital programme and move towards a fully sustainable capital programme and asset release.

## 3. Responsibilities

The responsibilities of the CPOB are to:

- Be responsible and accountable for feeding into the annual Service & Financial Planning process
- Establish and embed a robust and effective governance framework through which all Councils capital projects will be evaluated, prioritised for development and delivery, subject to Member approval
- Provide oversight of the capital programme and the Housing Revenue Account (HRA) Business Plan
- Agree recommendations to relevant Committee(s), as required, to ensure the programme achieves its objectives in-line with initial proposals, Business Cases and options appraisals assessed through PRSOP and RAMP
- Scrutinise and challenge programmes and projects at a strategic level in relation to budgets, actual spend, timing, and overall financial strategy
- Monitor the achievement of the capital programme's core aims and objectives
- Monitor the HRA Business Plan assumptions in line with Section 76 of the Local Government and Housing Act 1989
- Continually monitor any potential impacts upon the HRA as they evolve i.e., Social Housing White Paper, Covid-19 etc
- Monitor the critical path for delivery across the capital programme
- Take timely decisions as the capital programme evolves
- Ensure the capital programme is delivered in a joined-up way across Council departments.
- Assist with resolving issues across Council departments
- Ensuring appropriate resources, capacity and capability are in place to deliver the capital programme across LECs, and where necessary, commit resources as required
- Ensure risks are being effectively managed and updated, and mitigations are identified appropriately required

#### 4. Meeting Frequency

Meetings of the CPOB will take place every quarter. These meetings will be scheduled in advance. During the budget setting process, the frequency of meetings may change. Any changes will be agreeable in advance by the Board.

#### 5. Quorum

A minimum of two attendees, including a nominated Deputy Chair in the absence of the Chair (see Section 6).

#### 6. Membership

Role	Name
Deputy Chief Executive	Ian Fitzpatrick
Deputy Chief Finance Officer	Ola Owolabi
Director of Service Delivery	Tim Whelan

**Note:** The Deputy Chief Finance Officer will act as Chair of CPOB, and the Vice-Chair will be appointed from within the membership.

#### 7. Officers in Attendance\*

Role	Name
Head of Commercial Business & Development	Nathan Haffenden
Head of Homes First	Gary Hall
Head of Property, Delivery & Compliance+	Mark Langridge Kemp
Head of Regeneration	Peter Sharp

*\*other officers to attend as required by exception*

*+Head of Property, Delivery & Compliance may require assistance from the Head of Tourism & Culture if/where capital projects are outside of the corporate landlord.*

## 8. Accountability

Name	Accountabilities
Ian Fitzpatrick	Accountability for leading on regeneration, the development programme, and corporate property and its compliance across LECs.
Ola Owolabi	Accountability as Deputy Section 151 Officer.
Tim Whelan	Accountability for leading the delivery of statutory services funded by the HRA across LECs.
Nathan Haffenden	Accountability for the delivery of the development and investment programme across LECs.
Gary Hall	Accountability for the delivery of statutory services funded by the HRA across LECs.
Mark Langridge-Kemp	Accountability for corporate property and its compliance across LECs.
Peter Sharp	Accountability for the funding monitoring of regeneration projects across LECs.

## 9. Support Arrangements

The CPOB will be supported by the Programme Support Officer.

The Programme Support Officer will manage the meeting arrangements (schedule meetings, prepare and submit agenda and arrange minute taker) and will work with key officers and project leads to collate and submit reports to the CPOB as part of the agenda.

The programme Support Officer will record the actions and decisions taken and follow up with named leads on these between meetings.

The CPOB will receive the agenda a minimum of five working days prior to the meeting. Additional support or papers from other services or partners will be provided as and when required and will be co-ordinated by the Programme Support Officer.

Key officers named within this document will be responsible for ensuring input to the CPOB is accurate, and those who are not part of the core membership will be expected to attend meetings as and when required.

## 10. Governance and Reporting Arrangements

The CPOB will be accountable to the Corporate Management Team (CMT).

The CPOB will feed into Cabinet, as appropriate.

All relevant decisions pertaining to the capital programme and HRA Business Plan will be taken through the relevant Committee/Cabinet and where appropriate, wider members including Ward Councillors will be consulted as required, following CMT consultation.

See Appendix 1, which demonstrates the interdependencies of other Boards/Panels in relation to CPOB.

### **Reporting to the Board**

- Finance Team will provide a highlight report on the General Fund capital programme and Housing Revenue Account (HRA) Business Plan
- Exception reports will be provided to the Board, outlining key issues and risks, as well as decisions required from the Board
- The Board will also receive for consideration and approval reports in relation to ongoing project review process, which sit outside or PRSOP and RAMP (to avoid duplication)
- The Programme Managers will submit all reports in relation to ongoing project review process and issues, which sit outside or PRSOP and RAMP (to avoid duplication)
- The Head of Property, Delivery and Compliance will develop, collate, and submit progress reports to the Board re Assets management, surplus assets, capital receipts, etc

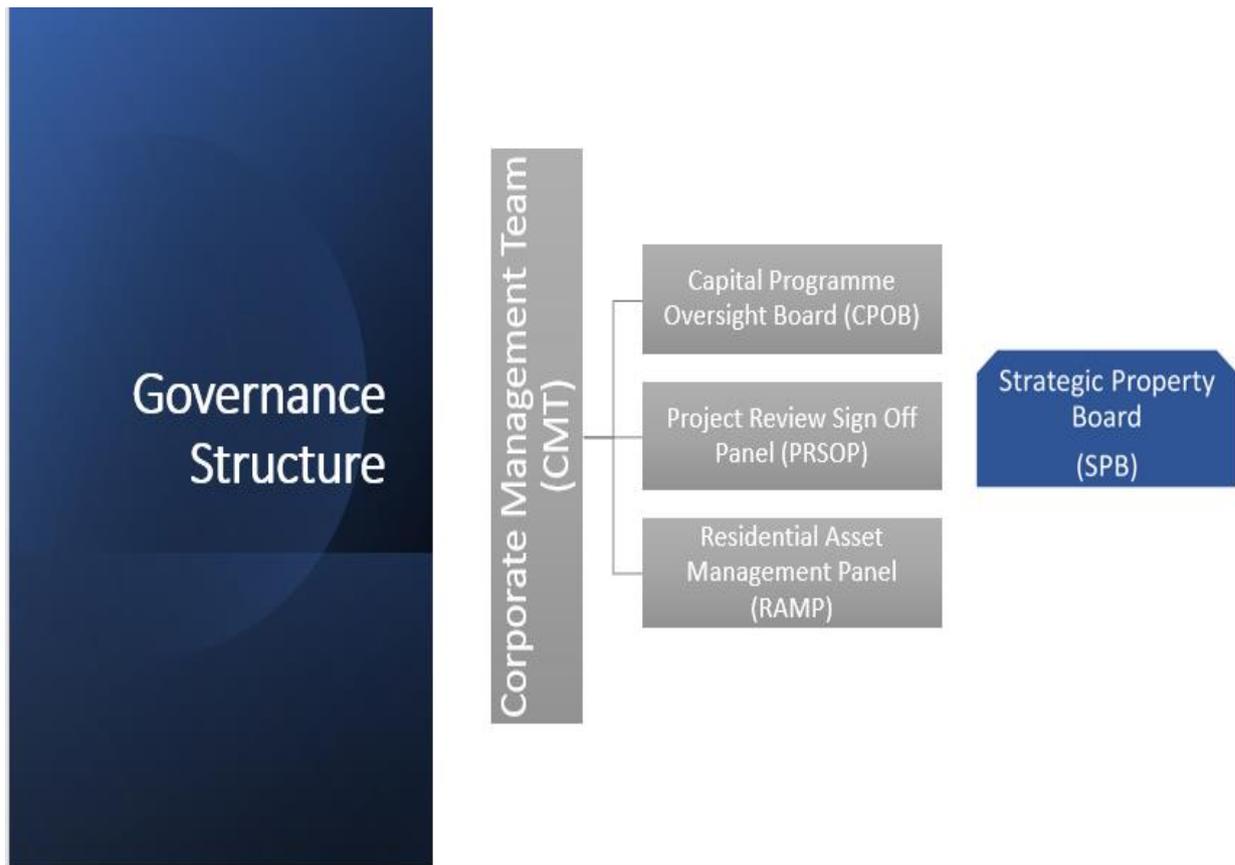
### **Reporting from the Board**

- The Board, via the Chairperson, will provide a quarterly Highlight Report to the CMT

## **11. Review**

The Terms of Reference will be reviewed by the CPOB in six-months, and every 12-months thereafter.

## Appendix 1



Accountability	
<b>Corporate Management Team</b>	Acts as a collective group accountable for the overall responsibility of decision making.
<b>Strategic Property Board</b>	Acts as the main Board advising on activities for commercial property within LEC, acting in an advisory and consultative capacity.
<b>Project Review Sign Off Panel</b>	Acts as a collective group in consideration of all capital development and investment projects, covering corporate development, asset regeneration, and housing delivery, at inception stage in Eastbourne and Lewes.  Reports on any proposals for project delivery on behalf of other organisations by way of a 'development agreement'. To recommend approval requests are made to the relevant Council, Cabinet and/or Company Board as appropriate to secure the appropriate budget and funding approvals.
<b>Residential Asset Management Panel</b>	Acts as a collective group in consideration of the HRA housing stock across Eastbourne and Lewes.