

**A6 – Maldon Museum Extension Project Board Terms of Reference**

**MALDON DISTRICT COUNCIL**

**MALDON MUSEUM EXTENSION PROJECTS BOARD – AGREED TERMS OF REFERENCE**

1. The initial membership of the Maldon Museum Extension Projects Board (MMEPB) is comprised of five Members from the Strategic Asset Working Group: Councillors J Driver, A M Lay, R H Siddall, W Stamp and M E Thompson and the Director of Place, Planning and Growth, the Director of Finance (Section 151) and the Project Director. Other supporting officers will attend as required to support the Project Board.
2. The MMEPB will be in place until May 2026 Statutory Annual Council, when new appointments will be made for the municipal year. Council will then keep under review the constitution and membership of the new board in accordance with other Member Working Groups.
3. At the first meeting of the MMEPB, Members of the Group shall elect a Chairperson. Members appointed as the Chairperson will provide a leadership role, and present back recommendation to the Council on behalf of this Board.
4. A quorum for the MMEPB is set to three Members.
5. Substitutes for are allowed, including non-aligned Members (who must notify the Chairperson directly) as the Board does not need to be politically balanced.
6. The MMEPB has a strategic role that includes several responsibilities and accountabilities, as listed below;
  - 6.1. Provides overall strategic direction and guidance, including inputs to context beyond the project, [such as synergies with other Council or partners' projects and interventions].
  - 6.2. Ensures cross-functional representation from Maldon District Council, project delivery partners and key stakeholders.
  - 6.3. Is responsible for reporting on the overall success of the project (i.e. delivery project outputs and outcomes).
  - 6.4. Ensures appropriate programme and project management processes, systems and procedures are implemented.
  - 6.5. Considers and recommends to Council on the key decisions and for the commitment of resources (including funding) to the projects.

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- 6.6. Considers and recommends to Council the sign off of the completion of each project stage and authorises the start of the next stage (gateway approval).
- 6.7. Delegation is granted to the Chief Executive, in consultation with the Project Board, to finalise and submit the planning application for this project.
- 6.8. Considers and recommends to Council any escalated issues and risks from the Project Delivery Team (i.e. which cannot be resolved by the Project Manager).
- 6.9. Monitor the project risk register and when appropriate escalate risks that cannot be resolved by the Board that maybe detrimental to the successful delivery of the project.
- 6.10. Considers and recommends to the Council on project tolerance levels – time, cost and quality.
- 6.11. Considers and recommends to the Council on project scope, budget and timeframe.
- 6.12. Considers and recommends to the Council on any proposed major changes to project scope, budget and duration (quality, cost & time) i.e. where changes can be accommodated within the agreed business case envelope and/or Project Sponsor delegated authority.
- 6.13. Considers and recommends to the Council on the key stakeholder and public engagement strategy and programme.
- 6.14. Considers the Project Highlight Reports. Considers the End Project Report and/or Lessons Learned