

## **Capital Programme Board (CPB) – Terms of Reference**

### **Overall Responsibilities**

- Advise on the Council's Capital Strategy in line with Council's priorities.
- Ensure the effective development and delivery of the Capital Programme in line with the Council's Capital Strategy and Council priorities.
- Identify and monitor the resources available to fund the Capital Programme in the most efficient way.
- Oversee the gateway process for the Capital Programme.
- Monitor the progress of the Capital programme and key variances between plans and performance.
- Encourage and enable the development of learning, skills and capacity in the management of capital projects across the organisation.

### **Priority Outcomes**

- An effective Capital Strategy and Capital Programme that optimises the resources available to deliver the Council's priorities.
- Continuous improvement in the development and delivery of the capital programme and that strategic capital investment is planned and delivered in the most efficient and effective way.
- Review completed of the previously approved Capital Programme in light of the 'new normal' environment the Council will operate in.
- Better management of capital projects, in line with best practice, ensuring benefits are realised.
- Effective bidding for external capital funding.
- Enhanced cross-service strategic working and partnerships with other organisations on the development and management of capital projects.
- That the Capital Strategy and Programme is funded in the most efficient way and fully integrated into the Medium Term Financial Strategy of the Council.
- That lessons are learnt from capital projects undertaken by the Council.

### **Decision Making**

CPB is an officer working group. It is an advisory/ monitoring body and takes any decision making power from the delegated authority of officers attending as set out in the scheme of delegation and the financial procedure rules within the Council's Constitution. It makes decisions where priorities and budgets are already agreed within the Council's Policy and Budget Framework. Any proposal that is outside the approved Policy and Budget framework will be referred to Cabinet and/or Council in accordance with the Constitution.

### **Membership**

- Executive Director of Place
- Head of Finance
- Head of HR and Corporate Projects
- Head of Infrastructure and Sustainability
- Head of Commissioning – Infrastructure
- Capital Accountant.

### **Support to the Board**

- Project Manager – Corporate Projects
- Executive Assistant to Executive Director of Place

### **Frequency**

- CPB will normally meet every 2 months but more frequently as required e.g. in the lead up to budget setting.