

ESTUARY HOUSE, NEWTON ABBOT

PROJECT BOARD

Terms of Reference

Membership:

Tim Golby – Assistant Director of Finance and Business (ACS) **(Project Sponsor)**

Lisa Barker – Project Manager (NPS South West Ltd)

Steve Daw - Managing Director (NPS South West Ltd)

Colin Mackenzie - Head of Strategic Infrastructures (DCC)

Leah Allen – Interim Deputy Assistant Director for Health & Social Care Delivery Southern (DPCT)

Pat McDonagh – Assistant Director of Operational Services (Business Support) (DPCT)

Ralph Hayward – Director of Development (Specialist Services) (DPT)

Richard Buzzacott - Head of Business Transformation Unit (BTU)

Terry Grace – Assistant General Manager, Torbay, South & West Devon (DPT)

Vision Statement: A shared partnership arrangement leading to integrated working practices which will promote an efficient office environment.

Aim: This Project Board has been given delegated powers to proceed with the planning and implementation of Estuary House, Newton Abbot. This Board will have members from all 3 Partner Agencies, Devon County Council (DCC), Devon Primary Care Trust (DPCT) and Devon Partnership Trust (DPT).

All members are at a level where they can make decisions on behalf of their respective organisations or functions.

- Objectives:**
- 1) To meet on a regular basis and to overview and monitor key operations within the project plan
 - 2) To provide support and guidance to the lifecycle of the project and to assist with all decision making solutions
 - 3) To ensure that nominated resources are available within their respective organisations or functions to deliver the project
 - 4) To ensure that the projects deliverables support the Joint Estates Rationalisation (JER) Project of providing office accommodation needs across the 3 partner agencies
 - 5) To highlight issues and risks to be addressed by the project
 - 6) To promote new ways of working together in a partnership

Meetings: Meetings to be held every month and to take place at County Hall, Exeter. If you are unable to attend then a suitable representative to attend in your absence.
Meetings will be arranged by Devon County Council or NPS SW Ltd.
Agendas and papers will be produced by Devon County Council or NPS SW Ltd and agreed by the Project Sponsor (4 days in advance of the next meeting).
Minutes will be produced by Devon County Council or NPS SW Ltd and approved by the Project Sponsor.