

ESTUARY HOUSE, NEWTON ABBOT

PROJECT GROUP

Terms of Reference

Membership:

Lisa Barker – Project Manager (NPS South West Limited)
Claire Walkey – Project Liaison Assistant (NPS South West Limited)
Martyn Hutchings – Project Manager (ICT, DCC)
Ron Powell – Technical Projects Manager (DPT)
Pam Collins – Infrastructure Manager (ACS, DCC)
Phil Povey – Premises Officer (ACS, DCC)
Steve Kerridge – Project Officer (CYPS, DCC)
Steve Keable – Infrastructure Manager (CYPS, DCC)
Terry Grace – Assistant General Manager, Torbay, South & West Devon (DPT)
Wayne Mizen – Countywide Business Manager Office Property (ACS, DCC)

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

Aim:

This Group will have particular areas of expertise and knowledge which will assist in the delivery of the project's overall objectives. This Group will have members from all 3 Partner Agencies, Devon County Council (DCC), Devon Primary Care Trust (DPCT) and Devon Partnership Trust (DPT).

Objectives:

- 1) To provide expertise and knowledge to guide the project
- 2) To ensure a shared view of the project

Key Responsibilities:

The overall responsibility of the Project Group is to:

- 1) To review the overall project (looking at the timeline)
- 2) Consider Work package descriptions to ensure achievability of the desired output
- 3) Discuss and agree individual work packages as a Group
- 4) Identify and resolve risks and issues. The Project Manager to identify and resolve exceptional risks and issues and present these to Project Board for discussion and solution
- 5) Advise the Project Manager of key issues in their area of responsibility that may affect the success of the project

- 6) Provide a link into various service directorates
- 7) Promote the aims of the project within their own team and to the wider End User Group as appropriate
- 8) Ensure that future disruption to their Department's operation is kept to a minimum

Meetings:

- 1) To meet monthly at present, frequency to be reviewed as scheme progresses
- 2) If you are unable to attend then a suitable representative to attend in your absence
- 3) Meetings to be arranged by NPS SW Ltd
- 4) Agendas and associated papers to be produced by NPS SW Ltd
- 5) Action Log to be produced by NPS SW Ltd