



## TGT Project Board Meeting Agenda

Wednesday 4<sup>th</sup> October

4pm-5pm

1. Welcome
2. Terms of reference
3. Programme plan/ risk register (Monday.com)
4. Funding request to Homes England
5. Governance structure set up
6. AOB

## TGT Project Board Meeting Minutes

4<sup>th</sup> October 2023

4pm-5pm

### Attendees

Chris Ashman	Executive Director of Place
Jonathan Dibble	TGT Programme Director
Nick Bryant	Associate Director of Planning
Emma Harley	Associate Director of Finance
Amy Adams	Business Transformation Programme Manager
Martha Mundy	TGT Programme Coordinator

Apologies – Alice McAlpine, Clare Evans

### Summary of outstanding Actions and Actions arising from meeting – N/A as first meeting

Date of Meeting	Minute No	Action	Responsibility

Agenda Item	Notes	Action
1. Welcome	<p>JD welcomed everyone to the newly set up board.</p> <p>CA – Requested to be added to any relevant team's channels.</p>	<b>Action - MM to add CA to teams file share.</b>
2. Terms of Reference	<p>JD introduced the terms of reference – see attached for details.</p> <p>The following points were raised:</p> <p>CA – suggested an officer from community services should be included and suggested Andy Sanders.</p> <p>CA – should the project board be called programme board. If its project board, the group needs to be focussed on a particular project. It was noted however</p>	<b>Action - MM to invite AS</b>

	<p>that within he governance structure there is already a 'Programme Oversight Board' and so discussion thought of Officer Programme Board?</p> <p>The group noted Exec. Dir of Place not on the list within ToR.</p> <p>NB/CA suggested specialist officers may become frequent attendees – such as GCC transport colleagues.</p> <p>JD – updated the group on the transport meeting held last week between North Ashchurch Consortium and Highways authorities including Gloucestershire and Worcestershire.</p> <p>JD – a discussion was held covering the LPA function and the GT as a development project. It was agreed that all must ensure the respective information barriers are maintained and if necessary, the LPA could leave the meeting accordingly. ToR to reflect this.</p> <p>All – agreed frequency of meetings for every two weeks.</p> <p><b>AA</b> - reported the challenge of identifying the sequencing and alignment of the various governance elements and that work was still ongoing on that with update next time.</p> <p><b>Further actions agreed.</b></p> <ul style="list-style-type: none"> <li>• MM – to make sure NB is on T of R.</li> <li>• MM/AM to discuss type of minutes/attached documents to meetings.</li> <li>• AM – to add a review of T of R to every 6 months.</li> <li>• Assurance board to meet by mid-November</li> </ul>	<p><b>Action - All – to discuss at next meeting.</b></p> <p><b>Action - AM to add CA to the structure.</b></p> <p><b>Action – JD to speak to GCC highways about their involvement.</b></p> <p><b>ACTION: MM</b></p> <p><b>Action – MM to set up meetings.</b></p>
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<p>3. Funding request to Homes England</p>	<p>JD updated the group that a bid was being submitted to Homes England and will cover initially the next 6 months whilst also highlighting the next 3 years of work.</p> <p>NB asked if planning policy costs are being picked up with this? JD/BW – No but will have a separate conversation over this.</p> <p>EH – Interested to know how LPA costs will be covered.</p> <p>All – legal advice needed on topics that are allowed to be discussed from a LPA point of view.</p>	<p><b>Action -JD/NB to discuss further.</b></p>
<p>4.</p>	<p><b>CA</b> - suggested a date for the assurance board as a starting point be identified in Mid Nov.</p>	

END OF MEETING – next 18 October 2023.