



# RESOURCES OVERVIEW AND SCRUTINY PANEL

## *Panel Report*

**Public**

**Date of Meeting:** 1 April 2010

**Title:** PROJECT ASSURANCE GROUP

**Report of:** Deputy Chief Executive

**Report reference:** CE 14 10

**Summary:** The Panel has requested the Terms of Reference for the Project Assurance Group. These are attached.

**Questions for / input required from Scrutiny:** This report is for information and comment.

**Recommendations:** That members note and comment upon the Terms of Reference.

**Contact Officer:** Jason Gooding

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

**Carlisle City Council  
Project Assurance Group**

**Terms of Reference - February 2010**

**1 Introduction**

The Project Assurance Group (PAG) will provide advisory, monitoring and reporting functions, to support the senior management team in ensuring project assurance in the setting up and implementation of the Council's 'significant' corporate projects including shared service proposals. ('Significant' in terms of use of significant resources and / or that pose significant risk to the Council)

**2 Scope of Project Assurance Group**

The Project Assurance Group will provide high level monitoring of projects. Projects must have their own individual Project Boards who will be responsible for project delivery.

The Project Assurance Group will oversee the quality assurance aspects of the project throughout all stages of the project, reporting by exception to SMT.

The Project Assurance Group will consider projects identified by SMT, including shared service proposals.

**2.1 New Projects**

The Project Assurance Group will consider the business case, ensure that all relevant information is included, where necessary referring back to the bidder(s) for completion, provide advice on what is required, and ensure that the Project is correctly set up.

**2.2 Approved/Active projects**

Once projects are approved, carry out high-level monitoring of progress in the following areas:

- Project governance arrangements
- Finance including budget profiling
- Resources
- Timescales
- Benefits Realisation
- Risks and Issues
- Impacts on other projects

### **2.3 Embedding Effective Project Governance**

The Group will provide appropriate guidance and training for those involved in running projects, to help them understand their roles and governance arrangements for projects at Carlisle City Council and help to equip them with the skills and knowledge they need to fulfil their roles on projects.

### **2.4 Reporting to Senior Management Team**

The Chair of PAG will report to SMT on any key issues, highlighting any problems or other general issues arising in relation to project management.

### **2.5 Reporting to Members**

A progress report will be provided to Corporate Resources Overview and Scrutiny committee every 6 months.

## **3 Composition of Project Assurance Group**

The Project Assurance Group will meet every 6 weeks, more frequently if required, and is composed of the following Officers:

Jason Gooding	- Deputy Chief Executive (Chair)
Mike Swindlehurst	- Resource Planning Manager
Malcolm Mark	- Development and Support Manager
Emma Gillespie	- Group Accountant (capital programme)
Sarah Mason	- Project Support Officer

Individual Project Managers will be invited as necessary.

## **4 Conclusion**

The Project Assurance Group will act in an advisory and monitoring capacity, with an emphasis on the quality assurance aspects of project management.

Senior Management Team ensures that the strategic needs of the organisation are met and Council's resources are allocated appropriately and support corporate objectives.