

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
King's Lynn &  
West Norfolk



<b>Date:</b> 14 <sup>th</sup> June 2023		<b>Location:</b> Via MS Teams			
<b>Time:</b> 10:45am		<b>Chair:</b> Matthew Henry			
<b>Board Attendees</b>					
Matthew Henry (MH)	Alexa Baker (AB)	Oliver Judges (OJ)			
<b>Optional Attendees</b>					
Vanessa Dunmall (VAD)	Louise Gayton (LG)				

<b>Apologies</b>					
James Arrandale (JA)	Michelle Drewery (MD)				

		Action Log Ref No
1.	Apologies had been received and noted above.	
2.	Action Log discussed and updated accordingly.	
3.	The notes from the last meeting were discussed and a small amendment was made to the notes regarding Cabinet's decision to transfer small parcels/slithers of land to NCC as part of the Southgates Programme/Project. The Action Log numbers had been assigned to the previous notes, but no updates made to the Action Log, this has now been corrected.	
4.	Reshaped OMPB and the rationale  DG and GH have been removed from the group as OJ feels he can represent the Executive Management Team and report back to them as appropriate.  AB confirmed that the ToR will need updating to reflect this change and explore options with regards to consultation with group leaders.	6
5.	Project Documentation  VAD updated the group to advise that the PMO will be producing standard documentation for all projects. It is hoped that some of the documents will be ready for the next meeting.  MH talked about a due diligence checklist he had begun working on and will forward this to VAD for possible inclusion in the document suite.  OJ reported that he has had feedback to say that the information being made	16  17

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	<p>available has had a very positive response. The clarity of the information supplied has reduced queries and elevated understanding by those who receive the reports – this is especially true around finance and timescales where these can be graphically represented.</p>	
6.	<p>Project Highlight Reports – covering April &amp; May 2023</p> <p>AB asked about NORA EZ using BigSky as the Contractor. MH confirmed that this is worth £14k per year. AB asked that MH let our Members know about this in case it comes to them from another forum.</p> <p>AB asked about NORA Phase 1 having a Red status. MH confirmed that this is due to the delayed handover for utility provision, this has had a long delay and a cost implication too. MH agreed to look at the overall status again as AB feels that as the project is complete it really can't be red. There was discussion around the fact that 1/5 is red, 3/5 is amber and 1/5 is green – does this equal a red status because the project is so far delayed due to infrastructure delays? It was agreed that the status be amended to Amber and this was actioned.</p> <p>NORA EZ phase 2 – MH confirmed that it may be possible to rescope this project due to the quotes coming in at well over budget. He is hopeful that the LEP will be able to continue with their original funding on the rescoped project. This will require a new tender process.</p> <p>Parkway – AB notes that the solicitors used are Birkett's and not Eastlaw – this change was made. AB also asked that ACP funding dates be added to the reports</p> <p>Southend Road – ACP funding – can we clarify the deadlines for each project?</p>	<p>18</p> <p>19</p> <p>19 (again)</p>
7.	<p>AOB</p> <p>OJ confirmed MMPB has been discussed with new Cabinet Members – It is understood that their drive is to be open and transparent. MMPB is seen as part of this, but it's not currently known whether MMPB carries on in its current format and frequency. VAD requested that due consideration be given to MMPB meeting dates/frequency. AB will discuss this with Cllr Parish.</p> <p><b>Question for OJ</b> - Does the R&amp;D agenda need to be updated to create space for briefings on Town Deal projects and the other Major Projects? If so, VAD made the point that the Portfolio Holder would also need to be briefed. There was a lot of discussion around the lack of agenda items for the inaugural R&amp;D meeting, it was suggested that the Forward Work Programme be discussed and agreed – <b>OJ will pick this up with Duncan Hall (Mmgt Team Rep for R&amp;D).</b></p>	<p>20</p>

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	The quoracy of the OMPB was agreed to be 3.	
	AB is looking at changing authorisations to Key Decision Level – AB will speak to Cllr Parish about this.	
	<b>Date of next meeting:</b> Weds 19 <sup>th</sup> July 2023, 10:45 via Teams	