

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 20 th October 2023		Location: Via MS Teams			
Time: 10:00am		Chair: Oliver Judges			
Board Attendees					
Oliver Judges (OJ)	Michelle Drewery (MD)	Matthew Henry (MH)	James Arrandale (JA)	Vanessa Dunmall (VAD)	
Optional Attendees					
James Grant (JG)	Juliana Fox-River (JF-R)				

Apologies					

		Action Log Ref No
1.	Apologies – there were none.	
2.	Action Log – was reviewed, updates / new items noted onto the log and statuses updated accordingly.	
3.	Notes from the previous meeting – were reviewed and agreed. Discussion took place around producing an overall financial position for the projects monitored by OMPB – to give consistency and oversight. MD anticipates that her team will pull information direct from the Unit4 system although this is in development currently. Action: MD to progress production of a report to come to each OMPB to provide an overall financial position for the projects designated as 'Major Projects'.	28
4.	Post Project Evaluation – NORA 4 Background to the Post Project Evaluation process was discussed by the Board – the NORA 4 project is the first to go through the process agreed by OMPB / MMPB in late 2022. General points discussed included <ul style="list-style-type: none"> • When the evaluations should take place <ul style="list-style-type: none"> ○ the Board agreed that these should be started as the project completes, to ensure things are captured whilst still 'fresh' • Whether the project team should do the evaluation and / or whether someone external to the project team would also do a review <ul style="list-style-type: none"> ○ The Board agreed that having considered further, the project team should complete the review and then consideration can be given to someone removed from the project team could review that work, if appropriate • That the Council's panels have 'lessons learnt' within their Terms of 	

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	<p>Reference</p> <ul style="list-style-type: none"> • When Member input would be obtained <ul style="list-style-type: none"> ○ The Board agreed that this was key, and felt that MMPB may find it more useful to look at a draft completed document to give their input, particularly as we are aware there is no PID in place for the NORA 4 project <p>Action: Produce a covering report for MMPB to introduce the changes the OMPB have determined to the agreed process, which is around taking an early report to Members, and they input at that stage, rather than initially taking the Terms of Reference to Members initially.</p> <p>JG and JF-R joined the meeting for a discussion around the NORA 4 project and it was explained that the process for these reviews is being changed. Discussion took place around the report drafted to this point, including challenges around the different financial reporting required (eg to Homes England re ACP funding). Due to challenging timescales and capacity issues, it was agreed that the NORA4 post project evaluation report should be worked on and a separate meeting of OMPB will be booked in late November to review the report and be able to take the draft report to MMPB on 13th December. OJ commented that the draft could be 'incomplete' at that stage; discussion also took place around whether the item should/could be exempt due to the content.</p> <p>Action: Set up meeting in late November to bring NORA4 Post Project Evaluation report to separate OMPB mtg.</p> <p>Action: Decision required over which method to use, to present the Evaluation report to MMPB. Suggestion made to cover the process as a briefing, rather than being a meeting item.</p>	<p>29</p> <p>30</p> <p>31</p>
<p>5.</p>	<p>MMPB Deep Dives</p> <p>The Board determined that</p> <ul style="list-style-type: none"> • the items listed on the report covered everything required as a minimum for a 'deep dive' • future deep dives will use this list as a basis for presentations to MMPB 	
<p>6.</p>	<p>MMPB Action Log</p> <p>The Board agreed the concept of running an Action Log for MMPB, of putting it together and of sending it out relatively quickly after each MMPB meeting to respond to specific issues raised at the meeting. The Board reviewed the content of the inaugural log. Changes were required to the entry around Southend Road and how the local connection is being applied to the site. Subject to this change, it was agreed that the log can be sent to MMPB; and that it would additionally be</p>	

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	<p>sent out with the MMPB agenda papers, for full transparency. Action: Verify that the wording on the Southend Road entry does correctly reflect the Cabinet decision, prior to issue.</p>	32
7.	<p>Project Highlight Reports (PHRs)</p> <p>The Board discussed the importance of ensuring that financial information is updated to MD as S151 in good time. It was also proposed by JA that the Project Highlight reports should show the date that the report was put together. Action: update PHR template with date of completion next time a revised template is issued.</p> <p>Insufficient time was available to review the reports within the meeting, it was agreed that Board Members would feed back any queries to VAD by end of the month. Action: Feed back queries/comments by end of October</p> <p>Additionally, it was noted that the Salters Road and STARS Project Highlight Reports were incomplete and these would be reconsidered by OMPB formally in November before going to MMPB in December. Action: Salters Road and STARS reports to come to November OMPB meeting.</p>	33 34 35
6.	<p>AOB None raised</p>	
	<p>Date of next meeting: Weds 15th November 2023, 10:45 via Teams Fri 24th November 2023 via Teams</p>	