

OFFICER MAJOR PROJECTS BOARD

MEETING NOTES

Borough Council of
King's Lynn &
West Norfolk



Date: 24 th November 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 briefly at the online meeting as they hadn't been circulated (in an oversight). It was agreed that these would be sent round and agreed / etc via email.	
4.	<p>Post Project Evaluation – NORA 4</p> <p>JG and JF-R joined the meeting for a discussion around the NORA 4 post project evaluation. It was agreed that the report was not ready to go to the MMPB as financial elements would not be complete, due to the complexities around the sales etc, before papers would be needed for the December meeting. It was agreed that MMPB would wish to see the financials correctly set out and therefore this report would be taken to the next meeting. It was agreed that the NORA4 Post Project Evaluation report (with the MMPB Chair's agreement) to be taken to MMPB in March 2024.</p>	
5.	<p>Financial Table on Project Highlight Reports</p> <p>Proposed changes to the Financial Table on Project Highlight Reports were discussed. Main points outlined / agreed were</p> <ul style="list-style-type: none"> - Changes to the process, to draw up the financial information in Excel and then 'snip' into the (MS Word) Project Highlight Reports - A forecast column has been added into the Total Project section - It was discussed that variance now shows more clearly, but discussed that 	

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	<p>narrative is needed from the Project Manager to support / explain the information presented. It was noted that there is a commentary box connected to the financial table, Project Managers need to ensure this is used effectively.</p> <ul style="list-style-type: none"> - The Project Accountant post would be the person who works with the Project Managers to complete the table, and also ensures that the financial commentary explains the position clearly. - Some amends were made to headings to help clarify contents - The Current Year and Total Project sections were to be swapped <p>It was agreed to make changes at the end of the year to allow time to obtain input from the Portfolio Holder.</p> <p>Action: arrange meeting to talk through revised financial table with Cllr Beales</p>	36
6.	<p>Project Tiering definitions</p> <p>The Board reviewed a paper covering definitions of project tiering used within the Place Directorate, which had been requested by MMPB at its last meeting. MD briefly outlined changes being considered, to restructure the capital programme and discussions took place around this and how it may be applied. The definitions outlined in the paper were agreed, subject to adding information to cover the planned changes, and confirmation that the definitions will be adjusted and aligned to the changes to the Capital Programme, in due course. Consideration was given to whether this item should be deferred for MMPB to align the change to the Capital Programme. However, it was decided to present what we currently have in place but notify the MMPB that further developments are on the horizon.</p> <p>Action: Adjust the definitions paper prior to issue to MMPB to outline the change to Capital Programme.</p>	37
7.	<p>Project Highlight Reports (PHRs) covering Aug / Sept for</p> <ul style="list-style-type: none"> a. <u>P-21.06 Salters Road</u> Updated report was agreed b. <u>P-2110b STARS</u> Updated report was agreed 	
8.	<p>Proposed agenda items for MMPB</p> <p>Items were reviewed; pre-meeting to take place with Chair and Vice-Chair for their input / agreement</p>	
6.	<p>AOB</p> <p>None raised</p>	
	<p>Date of next meeting: Thurs 30th November 2023 via Teams (additional meeting)</p>	