



**Member Major Projects Board**  
**Monday, 11th September, 2023 at 10.00 am**  
**in the Council Chamber, Town Hall, Saturday Market**  
**Place, King's Lynn PE30 5DQ**

**Reports marked to follow on the Agenda and/or Supplementary Documents**

1. **For Information: Minutes from the Officer Major Projects Board Meetings - TO FOLLOW** (Pages 2 - 18)

To receive the minutes from the meetings that have taken place since the last MMPB meeting.

**Contact**

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# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



<b>Date:</b> 15 <sup>th</sup> February 2023			<b>Location:</b> Via MS Teams		
<b>Time:</b> 10:45am			<b>Chair:</b> Matthew Henry		
<b>Board Attendees</b>					
Matthew Henry (MH)	Geoff Hall (GH)	Alexa Baker (AB)	Russell Eacott (RE)		
<b>Optional Attendees</b>					
Mark Fuller (MF)	David Ousby (DO)	James Grant (JG)	Tracy Brooker (TB)	Abigail Rawlings (AR)	Robert Wiseman (RW)
Vanessa Dunmall (VAD)	Tommy Goode (TG)				

<b>Apologies</b>					
Jason Richardson (JR)	Jemma Curtis	Nikki Patton	Michelle Drewery	Debbie Gates	Duncan Hall

		Action Point
1.	Apologies were reported and noted	
2.	<p>MH &amp; RE opened the meeting and introduced the role of the Programme Management Office (PMO). RE confirmed that it had been identified as important that there was a clear process for the standardisation of project governance. He explained that the PMO will develop and grow to include 3 full time staff members (including Vanessa) with additional temporary support for 9-12 months.</p> <p>RE went through a brief overview of the project highlight report format and the information that has been included, that changes will need to be made. There are changes to be made across the board but there are questions around getting them published (redaction has been suggested)</p> <p>MH confirmed that additional to the PMO a Project Development Group has been set up to feed into Management Team and possibly OMPB.</p> <p>VAD confirmed that previously the overview has been supplied to MMPB and could be supplied again this month. RE believes that the Project Highlight Reports will need to be supplied.</p>	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

	MH clarified that the expectation is that all reports are read before this meeting and that projects managers will be called into future OMPB meetings as they are needed to discuss their projects and respond to queries.	
3.	VAD updated the Action Log and this will be circulated with the meeting notes	
4.	The minutes of the previous meeting were agreed as a true record	
5.	<p>Terms of Reference</p> <p>MH confirmed that the OMPB will be a mirror of Member Major Projects Board (MMPB). The Terms of Reference will need to be updated accordingly, AB confirmed that this will need to go back to Cabinet for approval.</p>	MH/AB
6.	<p>Project Highlight Reports</p> <p>RE provided an overview of his feedback and will provide feedback direct to Project Managers (PM) shortly. He was clear that it must be borne in mind that these reports will be made public, so transparency and accuracy are important. MH has concerns over supplying financial information as it is currently.</p> <p>VAD asked that all PM's use the link they have been emailed to make any updates to ensure that we have the most current information all in one place.</p> <p>VAD raised the question of how we ensure Project Highlight Reports are produced when the PM is unavailable. MH suggested that the Project Sponsor (PS) would be the first port of call followed by a nominated 'deputy' if the PS is also unavailable. RE also stated that every Project Highlight Report is formally agreed by the PM and PS before being issued.</p> <p>MH queried whether the reports will be 'wet-signed' by both the PM and PS – VAD stated that with agile working this could be problematic. It was felt that if the PM submits the Report to the PMO this will have been done with the agreement/consultation of the PS.</p> <p>The Board confirmed that they were happy for the reports to be issued to MMPB.</p>	ALL PS
7.	AOB – there was none	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
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West Norfolk



<b>Date:</b> 15 <sup>th</sup> March 2023		<b>Location:</b> Via MS Teams			
<b>Time:</b> 10:45am		<b>Chair:</b> Matthew Henry			
<b>Board Attendees</b>					
Matthew Henry (MH)	Oliver Judges (OJ)	Alexa Baker (AB)			
<b>Optional Attendees</b>					
Vanessa Dunmall (VAD)	Russell Eacott (RE)				

<b>Apologies</b>					
Michelle Drewery	Geoff Hall				

		Action Log Ref No
1.	Apologies had been received from MD and GH.	
2.	<p>Initial discussion took place re purpose and membership of OMPB, as this was OJ's first OMPB meeting.</p> <p>It was confirmed by AB that the membership of OMPB was set by Cabinet in November 2021 – the Board is 3no Exec Directors, S151 Officer, Monitoring Officer and Ast Director, Property &amp; Projects; this covers all disciplines/requirements agreed by Cabinet.</p> <p>Question raised by OJ re frequency of Highlight reporting, if MMPB is only held 2 months. RE confirmed that his recommendation would be for PM's to produce the reports monthly and to be transparent and issue them to Members. The reports are intended to help build confidence – so despite issues the process has thrown up regarding discrepancies re financial info etc, his view would be that we should continue to produce and publish as agreed with members.</p> <p>RE's view was that as Town Deal projects are reported monthly, makes sense to report on the other Major Projects in the same way. His view was that this is standard practice and should not be onerous once PM's and Sponsors get used to the rhythm of production.</p> <p>AB confirmed the need to be transparent and that it was felt that if we published reports monthly, we can point members in the direction of the reports and easily respond to some questions.</p>	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<p>NCC concerns over publication of reports on Town Deal reports before their members knowing was referenced; whilst this was understood, the view was that this was for NCC to manage – as the Accountable Body, we need to publish to our own members.</p> <p>Discussion moved on to language used within the Project Highlight Reports and the amount of commentary. It was confirmed that Project Sponsors must review and agree the reports prior to submission to the PMO.</p>	
3.	The Action Log was reviewed and discussed. This will be circulated with the meeting notes.	
4.	The minutes of the previous meeting were agreed as a true record.	
5.	<p>Terms of Reference</p> <p>MH updated that progress had been limited; this remains an action on the Action Log.</p>	1
6.	<p>Project Highlight Reports</p> <p>Reports were reviewed. Overall comments made were</p> <ul style="list-style-type: none"> <li>- The overall status should state what the current position is – eg whether the project is on site</li> <li>- Reports should be written so that lay people can read them (don't use acronyms; try to use plain language etc)</li> </ul> <p>The MMPB meeting planned for end of April to be reviewed – Board views were that it should either be cancelled, or held in exempt session due to the pre-election period.</p> <p><b>Action:</b> AB to consider April MMPB meeting and report back</p> <p><b>Action:</b> PMO to produce an overall status report to cover the Highlight reports.</p> <p><b>Action:</b> AB to send on the points she had listed for use in updating the reports covering February</p> <p><b>Action:</b> OJ to provide specific feedback on the reports outside of the meeting</p>	<p>7</p> <p>8</p> <p>9</p> <p>10</p>
7.	AOB – there was none	
	<b>Date of next meeting:</b> Weds 19 <sup>th</sup> April 2023, 10:45 via Teams	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
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<b>Date:</b> 19 <sup>th</sup> April 2023		<b>Location:</b> Via MS Teams			
<b>Time:</b> 10:45am		<b>Chair:</b> Matthew Henry			
<b>Board Attendees</b>					
Matthew Henry (MH)	Michelle Drewery (MD)	James Arrandale (JA)			
<b>Optional Attendees</b>					
Vanessa Dunmall (VAD)					

<b>Apologies</b>					
Alexa Baker (AB)	Oliver Judges (OJ)	Geoff Hall (GH)	Debbie Gates (DG)	Louise Gayton (LG)	

		Action Log Ref No
1.	Apologies had been received and noted above.  There was a conversation around the quoracy of these meetings and JA agreed to discuss this with AB.	11
2.	Action Log discussed and updated accordingly.	
3.	The notes from the last meeting were agreed.	
4.	Project Highlight Reports – March 2023  MH asked that the Town Deal Projects are listed out and that their notes are précised. VAD confirmed that on this occasion 5 reports are missing – Re:Fit 2, 3 Major Housing Projects and West Winch Growth Area. VAD suggested that the ‘missing’ reports be circulated after the meeting and any feedback/queries to be sent to the PMO .  There was conversation around the RAG status’ and their differences to the Corporate Risk Register – VAD will speak to Ged Greaves about this as he is meeting with OJ about the Corporate Risk Register.  MH confirmed that timescales on the NORA EZ Infrastructure project are being stretched a little due to delays with contractors. He provided some background to the site and the potential issue around the infrastructure needed for other projects coming forward on the site.  MH was clear that the Spec units need to be seen as 2 projects and not one. Phase 1 is almost complete, and Phase 2 has come in over budget on the quotes received	12  13

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<p>so far.</p> <p>Southgates Regeneration has now been through R&amp;D and Cabinet. Cabinet decision was that we transfer small parcels/slithers of land to enable the road works and then masterplan the remaining land. MD questioned having a Project Highlight Report for an NCC led project. VAD confirmed that this is principally about the Southgate area masterplanning. MD did not think that the report was clear enough as to what this project is aiming to do and VAD agreed that possibly until the NCC road project is completed this project may need to come off the list and re-join when the roads are complete. VAD to speak to DH/JC/AR on this point. Subsequent discussion determined that we would split the Southgates Regen project into two Project Highlight reports.</p> <p>3G Sports Pitch – it was felt that the RAG ratings were inaccurate as funding has not been secured and tender prices have not come back. It was felt that the risks to the project are in those areas not yet completed.</p>	<p>14</p> <p>15</p>
5.	AOB - None	
	<b>Date of next meeting:</b> Weds 17 <sup>th</sup> May 2023, 10:45 via Teams	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
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<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



# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	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.	
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>	20

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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	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
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<b>Date:</b> 19 <sup>th</sup> July 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)	James Grant (JG)	Jemma Curtis (JC)	Duncan Hall (DH)	Karl Patterson (KP)

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

		Action Log Ref No
1.	Apologies had been received and noted above.	
2.	Action Log – not reviewed	
3.	<p>West Winch Growth Area Collaboration Agreement</p> <p>This was an additional urgent agenda item brought to the meeting by DH/KP. A draft Cabinet report was produced by Nikki Patton and sent to AB for review last week. This report has been amended and updated and KP shared the amended report with the group. Specific attention was paid to the Recommendations, which were discussed, amended and reviewed, and to how this agreement works as a land equalisation agreement to ensure parity amongst landowners.</p> <p>MH queried the Options Agreement in terms of the money to be spent on purchasing the land, the emphasis seems to have changed over time.</p> <p>There was discussion around the involvement of NCC and where they fit with the agreement in terms of signing contracts, funding receipts etc</p> <p>OJ asked that particular attention needs to be paid to any potential or perceived risks and how these are being addressed or mitigated.</p>	
4.	Notes from the previous meeting – not reviewed due to time constraints with the additional item.	
5.	<p>OMP/B/MMPB Updates</p> <p>Agreed that MMPB meetings will be quarterly – new dates to be advised</p>	

# OFFICER MAJOR PROJECTS BOARD

## MEETING NOTES



	<p>Arrangements for OMPB – there was some discussion around this. The timings/the reporting and communicating changes were all discussed. OJ will speak to Management Team about whether projects should go to them before going to MMPB for extra assurance – it was then discussed further and agreed that the notes from OMPB meetings should have been going to Management Team (this has not been happening more recently) and LG suggested that these notes could be appended with the Project Highlight Overview document so all projects are covered.</p> <p>AB stated that she finds OMPB really useful for keeping up to date on the various projects and being able to answer Member questions when asked. MH agreed and reiterated that the framework of OMPB and MMPB was set up to include Legal and Property ADs for their expertise.</p> <p>It was agreed that OMPB meetings would be 6 weekly going forwards, but that actual dates would be set up once timings of MMPB meetings had been agreed until the end of the financial year.</p> <p>Project Highlight Reports will also move to a quarterly reporting cycle, but OJ was clear that Project Managers must stay on top of their Highlight Report. AB suggested a monthly update with the Project Sponsor is needed to ensure reports are progressing and VAD agreed this.</p>	
6.	PMO resourcing – not discussed due to time constraints	
7.	<p>Southgates Project – JG/JC joined the meeting for this item</p> <p>JC stated that she believed that the project should stay in the OMPB/MMPB remit as Southgates and STARS are a programme of works that fit their scope. It was agreed that we need to be very clear for Members as to what parts of the programme are within the BCKLWN responsibility and what parts are NCC – MH concurred especially with regard to the road works which will take place and the likelihood that these may have a very negative impact on the town for what could be a prolonged period of time. This was discussed at length, with an agreement that it must be made clear to the highways authority how sensitive the road network is around KL.</p> <p>AB confirmed that Members are extremely keen to be kept up to date with this project; it cannot be removed from the OMPB/MMPB list. AB asked whether NCC Highways would attend meetings with us, agreed that they could be invited to provide updates.</p>	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



	<p>It was agreed that there needs to be a clear message that the programme is a delivery partnership between NCC and BCKLWN that will deliver long-term benefits to the Town. DH does not believe we can extricate BCKLWN from the transport element of the masterplan just because it's being delivered by NCC. It is a masterplan for the town and NCC only applied for the LUF bid based on the masterplan created by BCKLWN. DH confirmed that he has met with the Leader and other Cabinet Members, and they understand that the aim of the project is not about allowing people to get around King's Lynn faster. MH reiterated his concern about traffic congestion within the town during the NCC works being undertaken – there could be quite of lot of adverse PR.</p> <p>JG talked the group through the workshops which had been run at BCKLWN which had broken down the masterplan into the areas which BCKLWN will lead on and the areas in which BCKLWN are a stakeholder.</p> <p>VAD suggested that the Project Highlight Report be split into 2 reports, a high-level partnership report on the STARS project and a more detailed report on the Southgate aspect of the Masterplan which KLWNBC are managing. JG stated that this might not need to happen just yet, as the PID hasn't been fully developed. However once this has been done splitting the project into two reports will make more sense. <b>Action:</b> Split out Project Highlight Report for Southgates into two – one to cover the BCKLWN led masterplanning work and one to cover the NCC led STARS project.</p>	21
8.	<p>AOB</p> <p>MH will discuss the ESPO contract with AB – AB believes that this needs sealing, but MH is not convinced that what has come through is correct. MH will follow this up outside the meeting with AB.</p>	
	<p><b>Date of next meeting:</b> Weds 16<sup>th</sup> August 2023, 10:45 via Teams</p>	

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
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<b>Date:</b> 16 <sup>th</sup> August 2023		<b>Location:</b> Via MS Teams			
<b>Time:</b> 10:45am		<b>Chair:</b> Oliver Judges			
<b>Board Attendees</b>					
Alexa Baker (AB)	Oliver Judges (OJ)	Michelle Drewery (MD)			
<b>Optional Attendees</b>					
James Grant (JG)	Juliana Fox-River (JF-R)	David Ousby (DO)			

<b>Apologies</b>					
Matthew Henry (MH)	Vanessa Dunmall (VD)				

		Action Log Ref No
1.	Apologies had been received and noted above.	
2.	Action Log – was reviewed, updates / new items noted onto the log and statuses updated accordingly. <b>Action:</b> Add Section 123 on Open Space to due diligence checklist being devised	22
3.	Notes from the previous meeting – it was agreed to feed back any required changes via email	
4.	MMPB update  The paper was reviewed and the 3 recommendations agreed as follows: <ol style="list-style-type: none"> <li>1. Note the frequency/dates of MMPB for the 2023/24 year</li> <li>2. Confirm that quarterly reporting will be started for MMPM wef April 2024</li> <li>3. Agree that the PMO should work with Democratic Services to agree MMPB dates for 2024/25</li> </ol> An additional recommendation was proposed by AB which the Board agreed – this was to <ol style="list-style-type: none"> <li>4. Instigate 'sifting' (or pre-MMPB) meetings with the Chair and Vice-Chair going forwards.</li> </ol> <b>Action:</b> arrange quarterly MMPB meetings for 2024/25 and also arrange sifting meetings for all MMPB meetings in 2023/24 and ongoing	23
5.	Project Highlight Reports (PHRs)  The Board discussed the importance of ensuring that financial information presented on PHRs tie in with the Capital Programme. <b>Action:</b> MD to discuss with Chris Upton to ensure consistency	24

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES



<p>a. <u>NORA EZ – Road Infrastructure</u> – <b>Action:</b> double check date of infrastructure timescales and RAG status of issues prior to issue</p> <p>b. <u>NORA EZ – Development of spec units – phase 1</u> – report content agreed</p> <p>c. <u>NORA EZ – Development of spec units – phase 2</u> – discussion over change of RAG statuses – were changed to ‘Green’ by the project team due to project being put on hold. Board determined that the financial element should still show as Red because the costs have escalated beyond the budget/caused viability issues. <b>Action:</b> Keep RAG status as red and add commentary to reflect this. Take report to next MMPB and then remove from the Major Projects list thereafter as it’s now on hold for 2-3 years.</p>	<p>25</p>
<p>d. <u>Major Housing – NORA 4</u> – JG, JF-R and DO joined the meeting for this item. JG outlined that the officers needed a steer for the timings of the post-project evaluation process. The question re timing is that although the house construction and infrastructure is complete, there is now a c.2yr process to get roads and drainage adopted, management company handover, etc. There are costs associated with these elements. The project therefore won’t be ‘complete’ for another 2-3 years. However, it’s recognised that if the evaluation process is left, opportunities to identify and apply the lessons, will/may be lost. Proposal is to undertake the review now, whilst recognising that there are elements still being completed. OMPB agreed that evaluation should be undertaken now, following completion of the main project; the post-project evaluation report should outline what remains outstanding and the timing / reporting of those, by exception.</p> <p>It was noted that the process agreed by MMPB in 2022 will be followed – MMPB will have the opportunity to input to the ‘terms of reference’ for the review.</p> <p>The Project Highlight Report was agreed.</p> <p><b>Action:</b> JG / JF-R to commence the post project evaluation process and bring to OMPB in October, then on to MMPB in December 2023.</p>	<p>26</p>
<p>e. <u>Major Housing – Parkway</u> – Board asked to be kept updated on ACP funding – are the delays acceptable to Homes England. <b>Action:</b> NP to be asked re impact of extension from HE perspective (on all relevant projects, not just Parkway).</p> <p>f. <u>Major Housing – Salters Road</u> – report content agreed</p> <p>g. <u>Major Housing – Southend Road</u> – report content agreed</p> <p>h. <u>West Winch Growth Area</u> – query to be raised around one emerging risk. Subject to this, report content agreed. <i>[Subsequent to the meeting, the Project lead has confirmed no change required to the report as at end of July; a verbal update on matters will be provided to MMPB at the meeting in September.]</i></p> <p>i. <u>Southgates – Place Making</u> – report content agreed</p> <p>j. <u>Southgates – STARS</u> – report content agreed</p> <p>k. <u>3G pitch</u> – changes required to the way the financial elements are outlined.</p>	<p>27</p> <p>19 (already on action log)</p>

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
King's Lynn &  
West Norfolk



	Subject to this, report content agreed	
6.	AOB None raised	
	<b>Date of next meeting:</b> Weds 18 <sup>th</sup> October 2023, 10:45 via Teams	



**Officer Major Projects Board  
Action Log**

Ref	Action	OMPB meeting	Tasked to	Status / update	Completed	Date closed
1	M Henry to discuss amending Cabinet Report Header with A Baker / S Winter to ensure that 'Major Projects' are designated as appropriate in the future	30.01.23	MH	15.02.23 MH has started the process, AB has confirmed this will be ok to amend. 15.03.23 Agreed that the template will be amended - AB to instruct Dem Services accordingly. 14.06.23 Agreed that AB will alter the header Action left open until change completed.	Yes	16.08.23
2	Progress Southgates scheme to Brownfield Land Release Funding application	30.01.23	JC	14.02.23 Application process under way. Mtg held with OPE Partnership Manager to advise, will be progressed.	Yes	14.02.23
3	Re:Fit - update to Feb OMPB	30.01.23	RW	14.02.23 Project Highlight report on agenda, will be dealt with under that item	Yes	14.02.23
4	Re:Fit - investigate whether grant required to be paid back	30.01.23	RW	14.02.23 Project Highlight report on Feb Agenda confirms that it does not need to be returned.	Yes	14.02.23
5	Programme Management Office function to take over secretariat of OMPB wef Feb 2023	30.01.23	VAD	Complete	Yes	14.02.23
6	Terms of Reference - As agreed at mtg on 15.02.23 the Terms of Reference will need to be updated following refresh as part of RE's work. AB confirmed that this will need to go back to Cabinet for approval.	15.02.23	MH / AB	15.03.23 MH/AB have started this; due to leave this won't be completed until June's Cabinet meeting - AB has added item to Cabinet Forward Work programme. 14.06.23 Discussion around need for ToR to be refreshed once Cabinet appointments etc have been completed; also now OJ is in post, other ED's now not attending. Action left open until completed. 16.08.23 AB to action as delegated decision		
7	AB to consider April MMPB meeting	15.03.23	AB	Complete - meeting was cancelled	Yes	12.04.23
8	PMO to produce an overall status report to cover the Highlight reports	15.03.23	VAD	12.04.23 Being progressed 14.06.23 Not yet finalised 17.07.23 Agreed with OJ that we would carry on with the version being produced for Town Deal Board, but widen to include all Major Projects for MMPB. Action therefore complete	Yes	17.07.23
9	AB to send on the points she had listed for use in updating the reports covering February	15.03.23	AB	Provided and changes made	Yes	12.04.23
10	OJ to provide specific feedback on the reports outside of the meeting	15.03.23	OJ	Provided and changes made	Yes	12.04.23
11	JA to discuss the quoracy of meetings with AB	17.05.23	JA	The quoracy of the group was agreed to be 3	Yes	14.06.23
12	'Missing' reports to be circulated and feedback/queries to be sent to the PMO	17.05.23	ALL	Actioned	Yes	31.05.23
13	VAD to discuss RAG status parameters with Ged to confirm that they align with the Corporate RAG status'	17.05.23	VAD	VAD & GG met and agreed that the RAG status used on the Hight Reports tied in well with the Corporate Rag Rating system - no changes to be made	Yes	14.06.23
14	VAD to confirm with DH/JC/AR whether the Southgates project should be taken off of the list and re-join once the roads are complete?	17.05.23	VAD	14.06.23 Further discussion was had around this programme/project and a decision will be made when DO/DH/MH and OJ meet later this week 19.07.23 Fully discussed at OMPB on this date. Agreement that BCKLWN are in partnership with NCC and the STARS project so project reporting needs to reflect this.	Yes	19.07.23

**Officer Major Projects Board  
Action Log**

Ref	Action	OMP meeting	Tasked to	Status / update	Completed	Date closed
15	The RAG status for the 3G Pitch may need review as it was felt that the main project risks were in areas not yet completed	17.05.23	PMO	28.07.23 To be reviewed at time of presentation of next Project Highlight Report (PHR) 16.08.23 PHR covering June and July reviewed at this meeting; decision taken to reduce the Amber risk to a Green at this stage as it's a future risk not a current one. Report updated.		
16	PMO to produce wider project management documents suite	14.06.23	PMO	19.07.23 Ongoing 08.08.23 Ongoing		
17	MH to forward his draft due diligence checklist to PMO for inclusion with the document suite	14.06.23	MH	19.07.23 Ongoing		
18	MH to let Cllr Parish know about the work with BigSky on NORA	14.06.23	MH	22.08.23 MH confirmed this was actioned via email.	Yes	22.08.23
19	ACP funding dates to be added to the Major Housing Project Highlight Reports (PHR) (incl Parkway and Southend Road)	14.06.23	PMO	19.07.23 To be picked up in next round of PHR's 16.08.23 OMPB discussed ACP funding again - NP to be asked to confirm that delays on relevant sites are acceptable to Homes England. JG/CU have confirmed that all ACP funding has been received already, deadline dates will be added to the next PHRs		
20	AB to discuss MMPB with Cllr Parish to ascertain the direction of MMPB as seen by the new administration	14.06.23	AB	08.08.23 Superseded by agreement with the Leader to revised MMPB dates. Now set as 11th Sept, 13th Dec, 27th March	Yes	08.08.23
21	Southgates PHR to be split into two: Masterplanning and STARS	19.07.23	VAD	Actioned	Yes	28.07.23
22	Update the 'due diligence' checklist under development, to reflect the Open Space Section 123 requirement	16.08.23	VAD			
23	Arrange quarterly MMPB mtgs for 2024/25 and also bring in 'sifting' for these meetings	16.08.23	VAD			
24	MD to discuss financial entries on Project Highlight Reports with Chris Upton, needs to ensure consistency between these and the Capital Programme	16.08.23	MD	21.08.23 MD followed up with CU, list of changes required being worked through ahead of reports going to MMPB 23.08.23 Changes actioned	Yes	23.08.23
25	PHR June/July - Phase 1 Spec Units - double check date of infrastructure timescales and RAG status of issues - PHR shows mid-August 2023 - OJ asked whether this is going to be met	16.08.23	VAD	30.08.23 Followed up with MH, comments on report updated.	Yes	30.08.23
26	PHR June/July - Phase 2 Spec Units - query over whether this project, despite being put on hold, is fully funded. OMPB determined that the RAG status should be shown as red, not green. - OMPB determined that this report should go to the Sept 2023 MMPB to show the project is now on hold - and then be removed from the Major Projects list. If/when the project is revisited, a new Business Case will be required	16.08.23	VAD	23.08.23 Changes made to report and Project Sponsor updated	Yes	23.08.23
27	NORA 4 Project Officers to bring proposed Terms of Reference for the Post Project Evaluation to OMPB in Oct/Nov and MMPB in December	16.08.23	VAD	Added to Forward Work Plan for both meetings	Yes	23.08.23