OFFICER MAJOR PROJECTS BOARD
MEETING NOTES

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

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

		Action Point
1.	Apologies were reported and noted	
2.	MH & 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. 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) MH confirmed that additional to the PMO a Project Development Group has been set up to feed into Management Team and possibly OMPB. 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.	

	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.	Terms of Reference 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.	MH/AB	
6.	Project Highlight Reports 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. 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. 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. 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. The Board confirmed that they were happy for the reports to be issued to MMPB.	ALL PS	
7.	AOB – there was none		