

# OFFICER MAJOR PROJECTS BOARD MEETING NOTES

Borough Council of  
King's Lynn &  
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>	

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	<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	