

PROPOSAL TO COMBINE CAPITAL PROJECT WORKING GROUP AND BUSINESS IMPROVEMENT WORKING GROUP

DRAFT TERMS OF REFERENCE

1. Co- ordinate the needs and understand the overall capital strategy, manage capital resources and deliver projects which meet corporate objectives in accordance with recognised project management principles.
2. To set and review the Council's ICT Strategy, ensuring that this is aligned to the Council's Business Plan and other stated policies.
3. To monitor the ICT Strategy and Capital Programme performance in line with the Council's performance framework.
4. Review performance reports for the capital programme with particular regard to comparison of actual expenditure against budgets, variance and exception reports and the impact of project delays.
5. Review changes required to funding and approve changes to schemes that do not affect funding.
6. To review new project proposals (including all ICT, Business Improvement Team and Capital Programme applications) ensuring that its business case and PID supports the Council's Business Plan.
7. To resolve, within budget, any funding or performance issues identified by the project or service manager relating to individual projects.
8. Ensure risk is managed according to the Council's risk management strategy.
9. Undertake post-implementation reviews on selected completed capital projects.