



Project Board Terms of Reference

Updated: 16 December 2019

<p>Name</p>	<p>Fastershire Project Board Formerly Borders Broadband Herefordshire & Gloucestershire Project Board</p>
<p>Project Purpose</p>	<p>The Fastershire Project is a partnership between Herefordshire Council and Gloucestershire County Council that has been in place since 2011. It aims to improve broadband availability across the two counties in order to enable businesses, communities and individual households to become more productive, competitive and sustainable.</p> <p>The project is governed by a formal Partnership Agreement between the two authorities.</p> <p>The project also works closely with UK Government through Broadband Delivery UK a key funder and enabler.</p> <p>The primary emphasis of Fastershire has been to extend the reach of high speed broadband and seeks to improve the adoption and exploitation of broadband for the wider benefit of the local economy and community.</p> <p>The ultimate aim of Fastershire is to reach as many properties with superfast broadband as possible. The Fastershire definition of superfast broadband remains at the EU 2020 standard of 30Mbps though increasingly moving to full-fibre delivery where it proves value for money to do so.</p> <p>The Project has significant public sector resources available to it to provide funding to suppliers who have been procured to deliver the technical solution. These resources will be drawn from local, national and EU funds as well as investment from the private sector.</p> <p>Where appropriate, other funding will be harnessed to deliver other activity outside of the extensive contracts which contributes to the delivery of the vision.</p> <p>The Project Board oversees the implementation of the Fastershire Broadband Strategy 2019-22 and the achievement of the vision that: <i>Fastershire will enable all residents and businesses in Herefordshire and Gloucestershire to access the connectivity they need and encourage people to use faster broadband to do more online, boost business growth and achieve their potential.</i></p> <p>Coverage – to continue to increase superfast broadband coverage across two counties through a mixture of contracts and grants, opting for Gbps capable or full-fibre broadband where value for money allows.</p> <p>Inclusion – to support residents and businesses to make the most of the broadband network through skills training, awareness raising and enabling community led schemes.</p> <p>Innovation – to continuously drive innovation in addressing the ambitions of broadband coverage in working with partners, funders, suppliers and the community.</p> <p>Monitoring – to ensure the maximum results from the work of suppliers by monitoring the contracts and driving value for money in deployments.</p> <p>Partnerships – to productively work with suppliers, parish and town councils on effective communications, with council departments to co-ordinate the approach to deployment, and planning authorities to ensure new premises have broadband connectivity.</p>

Membership & Appointment	The Board Membership consists of:		
	Role	Member	Organisation
	Project Executive	Natalia Silver, Assistant Director Corporate Support Herefordshire SRO	Herefordshire Council
	Senior Users	Simon Excell, Lead Commissioner, Strategic Infrastructure Gloucestershire SRO	Gloucestershire County Council
		Lionel Spencer	BDUK
	Senior Suppliers (attendance at request)	(as required)	BT
(as required)		Gigaclear	
<p>Should the named members be unavailable for meetings, deputies can represent them and assume their voting rights.</p> <p>Non-member attendees will be members of the Project Team and Supplier's team if requested by the Project Executive.</p> <p>Board meetings will be conducted in 3 parts. Agenda Items of a confidential nature shall only be discussed during a preliminary session involving only the Project Executive and Senior Users. These will be followed by open meetings with each supplier.</p>			
Chairing	<p>The Project Executive will chair the Project Board and receive highlight and exception reports from the Project Team.</p> <p>Should the Project Executive be absent, the Gloucestershire Senior User will chair the Project Board.</p>		
Frequency of meetings and quorum	<p>Quorum will only be reached if the Project Executive and Gloucestershire Senior User (or their deputies) are present.</p> <p>The Board will meet quarterly as a default. However during intensive periods of project activity the Board will meet more frequently and at the discretion of the Chairperson.</p> <p>Board approval on decisions can be achieved virtually through written procedure in between meetings and where time restrictions endanger the critical path of the project.</p> <p>Formal decisions on material issues will be taken by the Project Executive or where decisions have a material effect for only one county, the Project Executive (for Herefordshire) or Senior User (for Gloucestershire) can make those decisions. The Project Executive and senior users will be able to take soundings from the other Board Members before arriving at a decision.</p> <p>Non material decisions will be made based on a consensus of the Board Membership. Where required, a vote will take place with each member having 1 vote. If following a vote the decision is tied, the Project Executive will have a casting vote.</p>		
Record of meetings	Meeting minutes and key actions will be recorded by a member of the Project Team and will be reviewed and approved at the following meeting.		
Reporting mechanism	<p>Agendas for the meetings will be released 3 working days before each meeting.</p> <p>Agenda's will include written reports from the Project Team to the Board on a range of issues to do with the procurement, deployment, demand stimulation activities and project and contract management. Reports will be sent in writing in advance of each meeting and delivered verbally at the meeting by a member of the Project Team.</p>		

<p>Functions & delegated authority</p>	<p>The Project Board has the ultimate oversight and responsibility for the successful delivery of the Fastershire Broadband Strategy 2019-22.</p> <p>Each authority will follow its own governance process for formal decision making. Operational decisions may be taken by the Project Executive and Gloucestershire Senior User under scheme of delegation of each authority with the Board as a platform for discussion, understanding risk, measure progress and give direction to the Project Team. Additionally the Project Board excluding the Senior Suppliers have the delegated authority to decide on operational contract changes, delegate delivery to the Project Team.</p> <p>Specific activities will be delegated to a Strategic Operational Meeting or other subject specific groups in order that the required expertise may be harnessed to inform a particular element of the project. Decisions resulting from these groups affecting the scope of the project or budget will require the endorsement of the Project Board before being implemented.</p>
<p>Reviewed at Project Board</p>	<p>18th November 2019</p>
<p>Updated based on comments</p>	<p>16th December 2019</p>
<p>Due for review</p>	<p>December 2020</p>