

Appendix 3b - PROJECT BOARD / MANAGEMENT STRUCTURE

Project Sponsor / Executive – Mel Barrett

Ultimate responsibility for the project. Role is to ensure project is focussed throughout its lifecycle on achieving its objectives and delivering a product that will achieve the forecast benefits.

Senior Supplier – Graham Bourton

Representing the interests of those designing, developing, procuring, etc. the project products. Role is accountable for the quality of products delivered by the supplier.

Opportunity to supplement with main contractor representation.

Senior User – Martyn Mumford

Responsible for specifying the needs of those who will use the final products, for user liaison with project team, etc. The role represents the interests of those who will use the final product (tenants).

Employers Agent – Bruce Thompson

The role encompasses confirming that the contractor has all the necessary approvals and insurances in place prior to commencement, and agreeing periodical stage payments under the contract and making assessments of final costs. Carrying out regular inspections to ensure that work is being undertaken satisfactorily and providing regular financial progress reports. Issuing instructions to the contractor (within delegated responsibility) and assessing the satisfactory completion of the work in conjunction with the Project Manager and Clerk of Works. Attending to snagging, de-snagging, defects, etc. Obtaining contractors test certificates, handover manuals and health and safety files. Ensuring the making good of defects and agreeing final accounts.

Project Manager – External appointment to be confirmed.

Has the authority to run the project on a day to day basis on behalf of the Project Board within the constraints laid down by the Board. Principle role is to ensure that the project produces the required products to the required standard of quality and within the specified constraints of time and cost. Responsible for the project producing a result capable of achieving the benefits defined in the Business Case. Manages the risks, including the development of contingency plans. Responsible for project administration.

Supervising Officer (Clerk of Works) – Andrew Corry

Responsible for ensuring that work is carried out to the required specification and quality on a day to day basis.

RSL Mentor – Steve Hornblow

Role is to support the Council in high level terms, to include attendance at the Project Board meetings on a monthly basis, attend review meetings with occasional site visits and to provide assistance for grant claims and audit.

Lead Member for Oxford City Homes – Councillor McManners

Role is to provide lead member input and challenge.

Project Assurance – Ben Brownlee

Role is to cover all interests of the project, including business, user and supplier. Responsible for ensuring that quality checking procedures and processes are robust and that any follow up actions are dealt with correctly. Ensures that the focus of the project is maintained, internal and external communications are working and legislative requirements are being observed.

Project Support – Alison Dalton

Role is to provide guidance, administrative services and deal with configuration management requirements. Ensures the proper compilation, copying and distribution of all project management products. Administers Project Board meetings.

All to attend monthly Project Board meetings

22nd December 2009