



Essex County Fire & Rescue Service

PROJECT BOARD **Terms of Reference** **Version 2.0**

Date: April 2022

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Version control

Version	Date	Changes	Sign-off
0.01	October 2021	Initial draft	
2.0	April 2022	Review & Update	
3.0	April 2022	Redrafted	agreed at Project Board 14/04/22

Glossary

Term	Meaning



Aim: To objectively and independently assure that actions on the ECFRS Grenfell Action Plan have been completed and delivered to a suitable and sufficient level that will meet the recommendations of the Phase 1 Grenfell Tower Inquiry Report.

Membership:

ACFO Chris Parker (SRO and Chair)
AM Neil Fenwick (Sponsor and Deputy Chair)
Project Manager
Project Lead
AD/ AM - Assurance and Risk
AD/ AM Response
AD/ AM Prevention and Protection
Finance Business Partner
Performance and Business Intelligence Manager
Communications and Marketing Manager

Guests may be invited to provide specific updates

Quorate

Chair, Sponsor, AD/ AM - Assurance and Risk (or nominated deputy), Finance team member (or nominated deputy)

Purpose:

- To provide financial scrutiny against the Protection Uplift Fund and the budget/forecast/actual spend against actions
- To provide scrutiny against the agreed Assurance Framework. In particular:
 - To review evidence presented by the Action owner who will have cross validated from two or more sources that an action has been completed.
 - Project Board verifies the evidence and makes the decision that the action can move to Closed Pending Assurance
- To receive updates by exception by each Action Owner on the progress and status of actions.
- Provide an escalation pathway if required to progress Actions.
- To receive updates by exception to the strategic risk and note any emerging issues
- To receive a Comms Update for both internal and external plans.

Frequency

Board will meet monthly – MS Teams/hybrid style meeting can be used

Secretariat

Provided by Collaboration Team



The Action and Decision Logs will be updated as required.
No minutes are required

Reporting

A report will be sent to SLT/P&R Board quarterly, informed by the updates to the Action Plan and Decision Log

Agenda standing items

AGENDA
ECFRS Project Board – Grenfell Action Plan
Date
Microsoft Teams Meeting – Time
(Please join via calendar invite)

Attendees:

ACFO Chris Parker (SRO and Chair)
AM Neil Fenwick (Sponsor and Deputy Chair)
Project Manager
Project Lead
AD/ AM - Assurance and Risk
AD/ AM Response
AD/ AM Prevention and Protection
Finance Business Partner
Performance and Business Intelligence Manager
Communications and Marketing Manager
Collaboration support for secretariat

	Agenda Item	
	1. Apologies:-	Chair
	2. Actions Log Update	Chair
	3. Finance & Funding:- <ul style="list-style-type: none">• Update on budget/forecast• Escalations• Track and predict exceptions• HO reporting compliance	
	4. Risks <ul style="list-style-type: none">• Updates to Corporate risk• Any emerging issues	
	5. Open Action / Dashboard updates:- By exception <ul style="list-style-type: none">• Performance Manage actions not progressing• Review deferral requests/change notices	All



	<ul style="list-style-type: none">• Actions to be escalated	
	6. Actions to be Closed Verification actions following Level 3 assurance and approval to move to Closed Assured	
	7. Comms Update	
	8. Reports due in next month	
	9. AOB:-	
	10. Date of next meeting	

** Paper attached*

Date of next meeting: xxxx

Papers Due xxxx

Papers circulated by xxxx