PROGRAMME BOARD
TERMS OF REFERENCE.

1. PURPOSE

The purpose of the HQ Programme Board (HQPB) is to provide strategic oversight and governance for the execution and delivery of the organisation's headquarters building options programme, completion of the Business Case and a summary report.

2. BACKGROUND

The HQ Working Group (set up in May 2022 and following on from the work of RESG) submitted a draft business case to the Trustee Board in January 2023 for the future needs of the Institution's HQ building and for the building options at Birdcage Walk or elsewhere. Further information was required to complete the business case and ideally to determine the best option/s for the future. A programme management company with expertise in this field have been engaged to assist IMechE to complete the relevant work.

3. AUTHORITY AND ACCOUNTABILITY:

The HQ Programme Board operates with authority delegated by the IMeche's Trustee Board. The board is accountable for programme success and is empowered to make decisions within the defined scope of its responsibilities.

4. COMPOSITION:

4.1. Chairperson: The board will have a designated Chairperson responsible for leading the meetings, ensuring agenda adherence, facilitating discussions, and promoting effective decision-making.

4.2. Members: The board will consist of senior Institution executives, relevant member stakeholders, and subject matter experts representing key functional areas impacted by the programme. Membership will be determined based on the nature and scope of the work under review.

4.3. Secretary: A designated individual shall act as the board's secretary, responsible for managing documentation, setting up meetings, preparing the agenda meeting minutes, and maintaining an accurate record of board activities.

5. RESPONSIBILITIES:

5.1. Strategic Oversight: The board will provide strategic direction, ensuring alignment with the Institution's vision, mission, and goals.

5.2. Programme Governance: The board will establish and manage programme governance frameworks, policies, and procedures to guide work to completion.

5.3. Delivery Monitoring: The board will monitor program progress, assessing completion of deliverables, and their associated risks, issues, and dependencies. It will review and approve plans, milestones, and the content of deliverables.

5.4. Decision-Making: The board will make timely and informed decisions, considering their impact on resources, budgets, and schedule. It will resolve escalated issues and conflicts, and provide guidance and direction to the programme management teams.

5.5. Risk Management: The board will oversee the identification, assessment, and mitigation of risks associated with programme execution.

5.6. Stakeholder Engagement: The board will ensure effective communication and engagement with key stakeholders, providing updates, addressing concerns, and managing expectations.

6. MEETINGS:

6.1. Frequency: The board will meet monthly, plus any ad hoc meetings should they be required.

6.2. Agenda: The Chairperson, in collaboration with the secretary, will prepare the agenda, incorporating input from board members and programme managers. The agenda will include key program updates, progress reviews, decision points, and strategic discussions.

6.3. Meeting Documentation: The secretary will distribute meeting materials, including agenda, reports, and relevant documents, in advance of each meeting. Meeting minutes and action items will be documented and shared promptly after each session.

7. REPORTING:

The board will provide periodic reports (quarterly) to the executive management or governing body, highlighting program status, major achievements, risks, issues, and recommendations for further action.

8. SOURCES OF INFORMATION:

The HQ Programme Board will have full access to the project documents of both current and previous groups.