

ACCOUNTABILITIES AND RESPONSIBILITIES.

MAY 2023

Below shows the accountabilities and responsibilities of all parties involved in the HQ Building Programme.



	Group	Accountabilities & Responsibilities
1	Members	<ul style="list-style-type: none"> • Decision in principle to stay at BCW or move elsewhere. • Their decisions are informed by recommendations from the Client Board (Trustee Board) • Voting Members will be required to vote at a special meeting.
2	Client Board (TB)	<ul style="list-style-type: none"> • Making recommendations to Members for approval • Their decisions are informed by recommendations from the Programme Board, (supported by reports/evidence) and following consultation from Council, ARK, FB and StratCom. • They will meet to debate the resolution and wording
3	HQ Programme Board	<ul style="list-style-type: none"> • Making recommendations to the Client Board • Their decisions are informed by collective recommendations from the HQ Working Group (JP) and Baker Stuart (external expert). • Providing oversight and ensuring that adequate robust and accurate analysis is undertaken and the case for each option presented in a way to facilitate good and timely decisions by other. • They will operate by attending meetings on a monthly basis. • They will conclude with a report of their recommendations.
4	Baker Stuart (External Expert)	<ul style="list-style-type: none"> • Provide advice and support and make recommendations to the HQ Programme Board • Their decisions are informed by their expert opinion together with third party experts.

5	HQ Working Group	<ul style="list-style-type: none"> • Completing the Business Case and providing recommendations (together with Baker Stuart) to the HQ Programme Board
6	Council	<ul style="list-style-type: none"> • Advisory to the Client Board • Their decisions are informed by the Trustee Board request for consultation and based on their review of the recommendations report and evidence provided by the HQ Programme Board. • They will meet to debate the recommendations. • If a special meeting is required, they will meet to debate the wording.
7	Finance Board	<ul style="list-style-type: none"> • Advisory (financial) to the Client Board • Their decisions are informed by the review of the recommendations report (and evidence) provided by the HQ Programme Board and for consultation requested by the Trustee Board___ • They will meet to debate the recommendations from a financial perspective.
8	Audit and Risk Committee	<ul style="list-style-type: none"> • Advisory (risks) to the Client Board • Their decisions are informed by the review of the recommendations report (and evidence) provided by the HQ Programme Board and for consultation requested by the Trustee Board___ • They will meet to debate the recommendations from a risk perspective.
9	Strategy Committee	<ul style="list-style-type: none"> • Advisory (strategy) to the Client Board • Their decisions are informed by the review of the recommendations report (and evidence) provided by the HQ Programme Board and for consultation requested by the Trustee Board___ • They will meet to debate the recommendations from a strategy perspective.
10	Communications Team	<ul style="list-style-type: none"> • Support to the HQ Programme Board • Providing the strategy, content and execution of the required internal and external communications throughout the programme