

TERMS OF REFERENCE

Overall object: To ensure that all of WCC Projects are delivered efficiently and effectively, to a professional standard, and in the best interests of the community.

1. Review the Terms of Reference and Delegated Powers of the Projects Committee at the first meeting of the Committee after the Annual Meeting of Council and make appropriate recommendations to Council.
2. Conduct Project Committee meetings at least six times per year.
3. To monitor progress according to approved plans, resolve issues and ensure that major programmes and projects remain in line with their approved financial budgets and expected outcomes.
4. Ensure that a risk register is maintained for every project and to ensure that risks are assessed and that adequate mitigation plans are put in place.
5. Identify and oversee the application for funding from external bodies for the provision of projects that fall within the remit of this committee.
6. Prepare budget proposals and resource requirements at the correct level to cover the fulfilment of responsibilities and planned activities managed by this committee.
7. Maintain an up to date expenditure forecast for all current projects and agree redistribution of funds between project budgets where appropriate.
8. To supervise, monitor and scrutinise the activities of suppliers and professional service providers to ensure good value for money.
9. Review project reports and recommendations, resolve issues and take appropriate action to approve, amend, suspend or terminate projects.
10. Initiate projects once approved by Full Council.

DELEGATED POWERS

1. To approve all project expenditure up to the limit of the project budget set by Full Council.
2. To negotiate and authorise all project supply contracts on behalf of the Council.
3. To terminate projects and associated supply contracts where the project is no longer viable and the expected outcome cannot be achieved.
4. To set up sub committees and/or working parties as required.