

Board Terms of Reference

<p>Programme Board Terms of Reference</p>
<p>Chair of Programme Board (Voting)</p> <ul style="list-style-type: none"> • Chief Executive Officer
<p>Board Members (Voting)</p> <ul style="list-style-type: none"> • Authority Chairperson TBC • Authority Member TBC • (if required) deputy Authority Member TBC • Director of Finance
<p>Board Members (Non-Voting)</p> <ul style="list-style-type: none"> • Procurement Director • Project Manager • Director of Strategy, Data and Business Services • Director of Operations <p>Externally Commissioned Advisors: Members of the Programme Team may attend Programme Board meetings when requested by the Procurement Director or the Programme Board. These are currently:</p> <ul style="list-style-type: none"> • Technical • Legal • Financial Advisors • Other, as required (e.g., Planning, specialist....)
<p>Accountabilities</p> <p>Members of the Board will follow the Programme governance arrangements as set out in this document.</p>

The Chair of the Programme Board will have delegated authority to contribute to the development of the Programme on behalf of the MRWA authority and to make decisions in accordance with the Decision-making matrix on behalf of the Programme Board.

Members of the Board will be responsible for keeping the MWRA informed of Programme progress in line with their governance structures.

Members of the Board will be responsible for ensuring that any required decisions are taken and in a timely manner to meet the timescales to deliver the Programme.

Members of the Board will be bound by the Members Code of Conduct and terms of employment in the case of officers.

Purpose of the Board

To lead a programme of strategic change and procurement of works and services ahead of the expiry of the MRWA Waste Management and Recycling Contract in 2029.

To inform the Authority (MRWA) on progress of the programme.

To agree and implement a course of action which will ensure continuity of services beyond 2029.

To ensure the programme takes into consideration of legislative change, best practice and innovation in the Waste and Resources sector.

To ensure that any new Contract(s) provide(s) a sustainable and affordable solution for MRWA and its partners.

To ensure that the Programme contributes to local regeneration and development of the economy, social value and investment.

Key Objectives

To provide overarching governance of the project and ensure alignment with MRWA strategic priorities

To be accountable for delivery of the optimum solution for waste disposal services beyond 2029, taking into account MRWA's strategic objectives and waste strategy.

To develop and agree an Inter Authority Agreement (IAA) between MWRA, the regional WCAs and Halton Borough Council to deliver the Programme objectives.

To ensure participation of Stakeholders and Partners through the Stakeholder Board and Partner Forum.

To ensure that financial, human and technical resources are available to deliver the project

To approve of key milestones, monitoring of risks and finances and ensuring appropriate controls are in place

To agree and authorise procurement documentation including the Notices, Supplier Questionnaire, Contract Specification, Evaluation Criteria and Weightings, Payment Mechanism, and any other supporting documentation.

To oversee the development of Programme management plans and implementation of robust processes to provide the required levels of quality assurance and timely information.

To oversee the mobilisation and operational implementation of the new contract.

To develop post ‘contract live’ governance arrangements including post-implementation review

To ensure the procurement is aligned to local Climate Change Plans, and particularly where local authorities have declared a ‘Climate Change Emergency’.

Organisational Arrangements

The Board will be held monthly, but this may increase or reduce depending on the programme timetable and workload.

Decision making will be by consensus agreement, however where voting is necessary this will be on a majority basis with the Chair of the Programme having the casting vote if required.

Meetings will be organised by the Project Management Office (PMO).

Meetings will be held virtually through Microsoft Teams.

Workshops (face to face meetings) will be set up as required, facilitated by the Procurement Director and Advisors.

Agenda items to be agreed by the Procurement Director, MRWA SLT and Chair no less than seven days before the meeting.

Board papers to be distributed 3 days before the meeting by email (or hard copy if so requested).

Confidential items will be marked as such and it is the responsibility of the Board Member to ensure papers are securely controlled.

Secretariat for the Board will be provided through the PMO, this will include recording and circulating meeting minutes and agreed actions within 1 week of the meeting taking place.