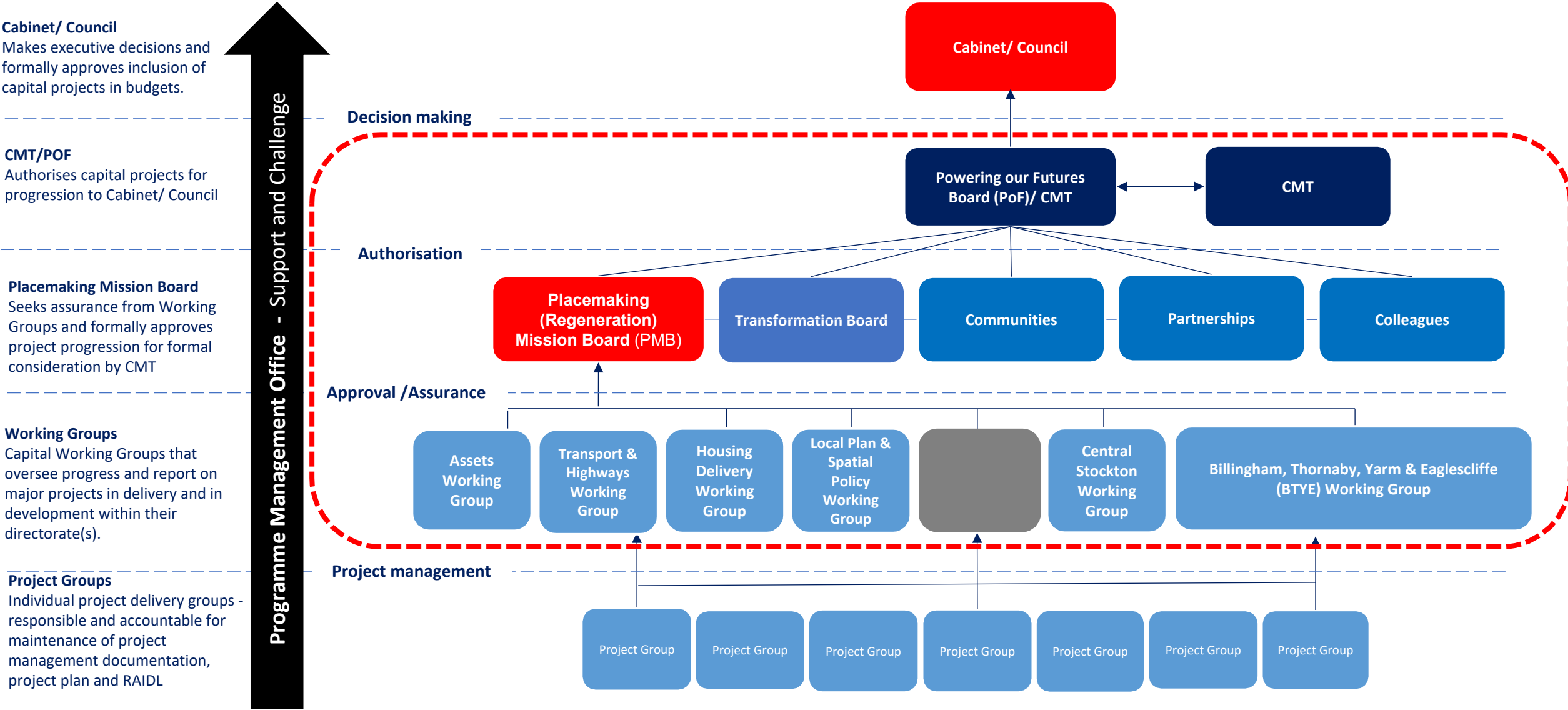


Capital Programme and Projects - Governance

Overview and Scrutiny

Capital Programme

Capital Programme Governance – Macro



CAPITAL PROJECTS LIFECYCLE AND GOVERNANCE - MICRO

Managed by Project Delivery Groups/Working Groups

Managed by Project Delivery/ Working Groups

PROJECT STAGES

1. FOUNDATION

Project Ideation/Feasibility/ Commencement

High-level feasibility of new capital initiative – early identification of benefits.

Production of **Project Mandate**

2. DISCOVERY

Outline Design or Business Case/ Options Appraisal

Mandate is developed further into **Project Brief** to include:

- Scope
- Cost
- Timeline
- Options appraisal - **strategic, economic, commercial, financial and management**
- Potential benefits
- Assumptions
- Procurement route
- Legal issues

3. DESIGN

Detailed Design/ Full Business Case/ PID

Production of PID should include:

- Incorporation of any recommended additional information from PMB
- Any revisions regarding scope, time, cost, benefits, assumptions, procurement and legal
- Further detailed arrangements for successful delivery
- Expand on detail - **Full Business Case**

4. DELIVERY

Project Document

Project delivery against agreed plan and in line with approved governance structures.

Production of highlight, exception reports and change requests.

5. REVIEW

Post-Handover and Project Review

- Project nearing successful completion, ready for formal handover.
- Budget reconciliation

Project Closure and Benefit Realisation

- Checklist to be completed by PMO.
- Ongoing support and maintenance
- Contract management

PIPELINE

PIPELINE

PROGRAMME

PROGRAMME

PROGRAMME

1. Approval for progression to Discovery (Outline Business Case/ Outline Design or Brief) by Director and/or Placemaking Mission Board

2. Approved for progression to Design (Full Business Case/ Detailed Design/ PID) by Director and/or Placemaking Board
Noted within MTFP

3. Approved for progression by Director and/pr Placemaking Mission Board
Tolerance proposal agreed by PMB

4. Monitored by Project Group/ Programme Working Group
Exception issues to be reported to PMB

5. Highlighting report of closure/benefits to PMB for approval and formal closure

Capital Programme

Project Governance and Standards

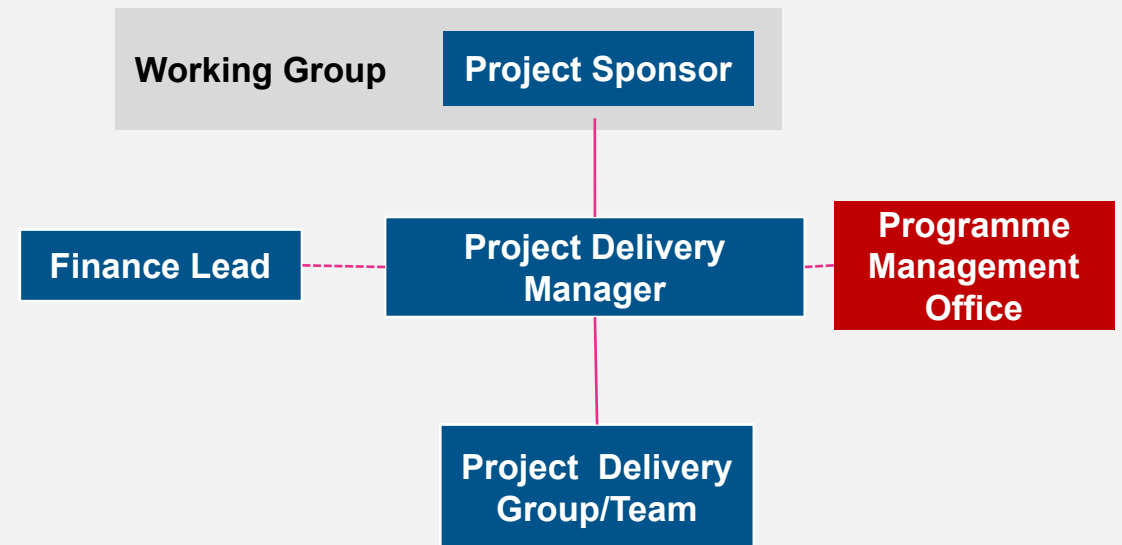
There are a minimum set of governance and standards that any project must have in place to ensure it is properly managed. Governance includes both decision and reporting structure, and assurance mechanisms.

Project standards

Every project must have:

- **Project Sponsor**
- **Project Delivery Manager**
- **Finance Lead**
- **Project document (PID),**
- **RAIDL** (risks, actions, issues, decisions and lessons learnt log)
- Should also have: Project Plan

Project governance and reporting structure



Placemaking (Regeneration) Mission Board
Wednesday 17 December 2025, 1-4pm



Agenda

| | AGENDA ITEM | UPDATE/ DISCUSSION / DECISION | RESPONSIBLE OFFICER | TIME |
|----|---|-------------------------------------|--|-------|
| 1. | Welcome, introductions and apologies Apologies: Majella McCarthy, Geraldine Brown, Jane Matthews | | Tracey Carter | 13:00 |
| 2. | RAIDL - Actions | Review | Sharon Caddell | 13:05 |
| 3. | PROJECTS APPROVALS | | | |
| a | Funding Pots Update | Update | Neil Bramma | 13:10 |
| b | Leases: <ul style="list-style-type: none"> Billingham Beck Park Visitors Centre Lease Cowpen Bewley Visitors Centre Lease Little Sprouts (Thornaby) | Decision | Kieran Meighan | 13:20 |
| c | <ul style="list-style-type: none"> HWRC – Kieran Meighan/ Gary Laybourne/ Dale Rowbotham Waste Transfer Station – Gary Laybourne/ Dale Rowbotham Grounds Maintenance and site options – Kieran Meighan/ Gary Laybourne | Update | Dale Rowbotham/ Kieran Meighan/ Gary Laybourne | 13:30 |
| d | Green Beck Culvert Scheme PID Change Request | Decision | Andy Corcoran | 13:45 |
| e | Culvert Screen Access PID | Decision | Andy Corcoran | 13:55 |
| f | Local Authority Housing Fund Round 4 - EOI Option recommendation ppt Report | Decision | Jane Edmends | 14:05 |
| g | Accelerated Housing Delivery (s106s) - approval of RPs as delivery partners ppt Report | Decision | Jane Edmends | 14:15 |
| h | Warm Homes Local Grant | Decision | Reuben Kench/Neil Mitchell | 14:25 |
| i | Corporate Planned Maintenance and School Planned Maintenance | Decision | John Angus | 14:35 |
| j | GB Energy Fairfield PS Solar Project Map | Decision | John Angus | 14:45 |
| k | Golden Eagle PID | Decision | Iain Robinson | 14:55 |
| l | Project Management System | Update | Sharon Caddell | 15:05 |
| 4. | DASHBOARD - highlight reports review | Review | Sharon Caddell | 15:15 |
| 5. | Escalation to POF BOARD | | | 15:25 |
| 6. | RAIDL - Risks | Review | Sharon Caddell | 15:30 |
| 7. | FORWARD PLAN – future agenda items: <ul style="list-style-type: none"> Coffee Pot Train – TBC | | | 15:35 |