

## **Valley Gardens Appendix 1: Suggested Project Board Structure**

### **Objectives:**

The Valley Gardens Project Management Board needs to:

- Provide Governance (Projects / Corporate / Political)
- Offer Openness / Transparency
- Make Design / Process Decisions
- Maintain the Valley Gardens vision
- Ensure synergy with the LSTF project

### **Links with wider consultation / engagement**

The Project Management Board will share and be informed by information shared through five channels:

1: General Communications: A city wide communication strategy overseen by Adrian Ashwell

2: Expert workshops: Focus groups will continue to meet to discuss specific scheme details or areas of interest – such as Sustainable Urban Drainage or conservation matters.

3: Open Workshops: Open Workshops will be held to share project details amongst, and allow input from, the wider community. These workshops will be open to all (members, partnerships, stakeholders, members of the community) and advertised through the wider consultation / engagement strategy. These workshops will be instead of, rather than as well as, individual workshops with established stakeholder groups.

4: Officer workshops: Where necessary these will be held to enable coordination of internal processes and operations

5: Management & Maintenance: A separate multi agency structure will be established to oversee long term management & maintenance arrangements for Valley Gardens.

## Structure & Responsibilities

The Project Management Board (PMB) will comprise:

Role	Who	Explanation
Corporate Governance	Andy Renaut	Andy will ensure dissemination of project information amongst senior management and make relevant strategic links with wider corporate objectives.
Political Governance	Ian Davey (Green) Alan Robins (Lab) Tony Janio (Cons) (tbc)	A member from each political party will sit on the Board to ensure political / community representation in the project management process. The Board will be chaired by the Administration's Lead Member for Transport. Any items discussed by the Board can be referred to ETS Committee for a decision if considered necessary by at least two of the three political representatives. The project manager will provide quarterly updates to ETS Committee.
Project Governance	Jim Mayor	The Project Manager will be responsible for reporting project progress to the PMB to enable decision making, and administrating the PMB process. The Project Manager will also sit on the LSTF project as observer to ensure synergy between the two projects where appropriate.
Openness / Transparency	Chair of the Biosphere Partnership	Given synergy between Biosphere and Valley Gardens objectives, and to ensure the decision making process is open and transparent, the Chair of the Biosphere Partnership will be invited to attend the PMB (or suggest a substitute).
Design Decisions	All	All members of the Board will make design decisions, based on information presented by the Project Manager
Design advice	Urban Movement / Engineer (tbc)	The project's independent design advisors Urban Movement will sit on the PMB to help ensure the overall Valley Gardens vision remains consistent with the principles established to date as the project moves towards and through implementation. The project's engineer (tbc) will also sit on the Board for the same reason.
LSTF Synergy	LSTF Officer (tbc)	A member of the LST project team (tbc) will sit on the Board as observer to ensure synergy between the two projects where appropriate.
Communications	Adrian Ashwell	Adrian will advise on communication strategy to accompany project progress
Parks Representation	Paul Campbell	Given that a large proportion of Valley Gardens comprises open space, the Parks Contract & Project Manager will sit on the Board