

**Strategic Access Management and Monitoring Project Board  
Terms of Reference**

**1. Background**

- 1.1 The remit of the project is set out in the project plan (to be annexed). This project board is established as a Joint Strategic Partnership Board appointed committee; to make decisions and recommendations around the implementation of the Thames Basin Heaths (TBH) Strategic Access Management and Monitoring project.

**2. Purpose**

- 2.1 The project board is the decision making body with responsibility for directing the project by:
- i. Agreeing the job description and recruitment of a project coordinator;
  - ii. Agreeing the project plan, project objectives, controls and processes;
  - iii. Approving key decisions in the contracting of delivery bodies;
  - iv. Draft and review the annual business plans (including the financial plan) and recommend for approval to the JSPB;
  - v. Making decisions on expenditure within the approved budget;
  - vi. Monitoring progress against plans and expenditure;
  - vii. Monitor the success of the avoidance/mitigation measures and make recommendations to the JSPB
  - viii. Making recommendations to the JSPB when decisions are require beyond this groups remit
  - ix. Agreeing the engagement and education plan;

**3. Responsibilities of Project Board members**

- 3.1 To include:
- i. Endeavouring to attend all meetings or offering substitutes.
  - ii. Providing the secretariat with relevant information in the required formats in advance of meetings.
  - iii. Carrying out actions in line with deadlines set out by the Chair.
- 3.2 The intention is that the project board acts to support and advise the project coordinator is taking decisions and ensuring progress against plan through open partnership discussions and solution-finding. If the need arises to resolve an issue or recommendation to the JSPB, through a ballot process, core members hold the casting votes.

**5. Frequency of meetings**

- 5.1 Meetings will be held in Guildford in one of the partner's facilities.
- 5.2 During the first year of implementation (from April 2009) the board will meet every three months and then six months thereafter.