**LANCASHIRE ARMED FORCES COVENTANT HUB**

**ARMED FORCES COVENANT GRANT TRUST: GRANT REFERENCE CFLG17-260**

**ASSURANCE BOARD TERMS OF REFERENCE**

**1. Introduction**

The Partnership Agreement (“the Agreement”) related to the Armed Forces Covenant Grant reference CFLG17-260 names Lancashire County Council as the accountable body and lead organisation for the Grant and for the delivery of the Lancashire Armed Forces Hub (“the Project”).

Per Appendix A of the Agreement, Lancashire County Council will be responsible for an Assurance Board (“the Board”) and set clear and effective terms of reference.

**2. Responsibilities of the Board**

Per Appendix A of the Agreement, the Assurance Board will oversee delivery of the Project and each theme within the Project's Action Plan (“the Plan”).

The Board will therefore be responsible for:

* Setting and reviewing partnership agreements, including monitoring specific actions in the agreement.
* Providing guidance and direction on the Project ensuring it remains within any specified constraints.
* Identifying and allocating ownership of any risks or issues to the project.
* Approving any required changes to the Project and communicate these to the Armed Forces Covenant Grant Trust.
* Ensuring roles and responsibilities are fulfilled.
* Performance management of the Plan
* Producing a Risk/Issue Management Plan for each meeting of the Board.
* Ensuring delivery of a Data Protection and Information Management/Sharing/Security Plan
* Ensuring that the Project Delivery Group are working within a Safeguarding Framework
* A Quality and Assurance Plan
* A Resource Management Plan
* A Communication, Consultation and Engagement Plan
* Ensuring that an appropriate, independent evaluation of the Project is undertaken
* Reporting on milestones to the Armed Forces Covenant Grant Trust
* Reviewing the financial aspects of the Project

The above is taken directly from Appendix A of the Agreement.

All members of the Board agree to act at all times in accordance with the terms and conditions of the Grant.

**3. Membership**

The Senior Project Manager will serve on both the Assurance Board and the Project Delivery Group (see Section 8, "Project Delivery Group"). No other member of the Assurance Board will serve simultaneously on both the Board and the Project Delivery Group, and vice versa. However the Senior Engagement Officer from the College for Military Veterans and Emergency Services (CMVES) at the University of Central Lancashire (UCLAN) and the Lead Officer for Lancashire County Council will both attend as non-Board members in order to facilitate the Board's functions.

Membership of the Assurance Board will therefore be constituted as follows:

* One representative from Army Headquarters North West, namely Mark Wagstaff
* One representative from the University of Central Lancashire (UCLAN), namely Prof. Mike Thomas , CMVES advisory board member and former Vice Chancellor of UCLAN;
* One representative from the National Health Service, namely Phil Winnard;
* Chris Thomas, Greater Manchester Combined Authority;
* The Senior Project Manager, Ian Barber;
* One representative from Lancashire County Council, namely:

The Champion for Armed Forces Veterans, County Councillor Alf Clempson, who will serve as the Chair of the Board

* One representative from a community-based organisation active in Lancashire and serving the Armed Forces community, to be identified by the Board

The Board will invite other individuals to join the Board as it deems necessary and will also invite speakers to attend as necessary.

Board members are expected to commit to the following:

To review materials provided by the Secretariat prior to Board meetings;

To attend and contribute to Board meetings;

To provide objective advice and guidance to the Board and Senior Project Manager;

To help assure delivery of the Partnership Agreement (i.e. "how we will work together") and the Plan (i.e. "what we will achieve together");

To work in partnership and contribute to the successful delivery of the Hub.

**4. Board Nominees**

Lancashire County Council, as the Secretariat of the Board (see Secretariat, below) must contact each constituent member body of the Assurance Board before its first meeting (see Timing and Dates of Meetings, below) to seek their formal nominees for Board membership. Each body may substitute an alternative representative should circumstances require.

Each organisation is responsible for nominating their representative(s).

**5. Meetings**

Meetings of the Board will take place every two months and will be held at County Hall, Preston or an alternative venue to be identified by the Board.

**6. Secretariat**

Lancashire County Council will provide the Secretariat for the Board. This will involve at a minimum:

* Establishing and communicating the dates and times of each Board meeting to each constituent member;
* Arranging a suitable meeting venue at County Hall, Preston (or alternate venue);
* Producing and distributing an agenda;
* Taking the meeting minutes of each meeting and disseminating the minutes to each member.

**7. Meeting Agenda**

Each meeting of the Board will consider at a minimum:

* Progress in Delivery of the Agreement, including monitoring of actions contained under the “Inputs” section, points 1-5 inclusive, of Appendix A of the Agreement, including a report from CMVES for each Board meeting detailing any actions achieved under points 1-4 of Appendix A.
* Overall performance management of the Plan;
* General updates from the Senior Project Manager on behalf of the Project Delivery Group, including any specific actions identified as priorities by the Group;
* An update and review of the financial and budgetary aspects of the Project, including assessment of any additional costs incurred by UCLAN in delivering the Project and items for expenditure;
* Marketing and Communications;
* Dates of the next meeting.

**8. Project Delivery Group**

The Project Delivery Group ("the Group") will monitor and manage the Hub's day-to-day activities in achieving outcomes and milestones contained in the Plan. The Group will report to the Board through the attendance of the Senior Project Manager at Board meetings, assisted by other Group members as needed to facilitate the Board's functions. The Group will meet at CMVES (or an alternative venue determined by the Group) every two weeks.

The Group will consist of:

* The Chair of the Assurance Board
* The Senior Project Manager
* Theme Leads (all)
* Additional members as determined by the Group

In addition, the Group must include at least one veteran.

The Agenda for each Group meeting will contain as a minimum:

* Achievement of actions in the Plan and Action Logs
* Updates from each council area ("the Spokes")
* Marketing and Communications
* Budget issues
* Date and location of next meeting

All meetings will identify and record specific actions, and responsibilities and timelines for those actions. These key actions and responsibilities will be related to key performance indicators/outcomes listed in the Plan and will be intended to achieve the overall intentions of the Project.

**9. Review**

These Terms of Reference will be subject to a review by the Assurance Board no later than six months from its first meeting (i.e. by the Board's third meeting)

**10. Evaluation**

An independent arm of UCLAN (i.e. not CMVES) will undertake:

1. A "light-touch" evaluation of the Project by August 1, 2019 (the one-year anniversary of the signing of the Partnership Agreement) and
2. A formal end-of-project evaluation