Programme Board and Town Board Meetings

Forward Plan: 2024 – 2025

Date of Meeting	Programme Board / TDB / Project Lead mtgs	Papers to be issued	Proposed Meeting Content / Plan	Board decision to be made? Y/N
Thursday 5 September 2025	PL	29.08.2024	• Procurement Register – bi-monthly check that it's up to date	
Wednesday 18 September 2024	PB	11.09.2024	• ACC Project Adjustment Request and Updated Business Case (verbal – JR to attend) • Boost – post-project evaluation (Jo McKenzie to attend) • High Street works update (J Arrandale/J Grant to attend) • Recruitment of private sector representatives • Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update items (19/9)	Yes Yes
Friday 27 September 2024	TB	20.09.2024	Site visit to MUCH project site (meeting arrangements amended) • LTPT – Vision and Investment Plan • LTPT - Project Selection Criteria • Southgate STARS Outline Business Case / Development sites & Public Realm updates • Recruitment of private sector representatives • August highlight reports • Programme Financial support – update • Items to note (Action Log, Comms update, Forward work programme, Boost – post-project evaluation)	Yes
Thursday 3 October 2024	PL	26.09.2024	• Monitoring & Evaluation return – reminder / confirmation that info now needs to be completed	

Date of Meeting	Programme Board / TDB / Project Lead mtgs	Papers to be issued	Proposed Meeting Content / Plan	Board decision to be made? Y/N
Wednesday 16 October 2024	PB	09.10.2024	• LTPT – Project Selection • Report on overall movement of funds within the programme *(requested at previous Chairs update)* • Monitoring & Evaluation Autumn return – overview wording for input / agreement • Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update items (17/10)	
Friday 25 October 2024	TB	18.10.2024	• LTPT – Project Selection • Monitoring & Evaluation Autumn return – overview wording for input / agreement • ACC Project Adjustment Request and Updated Business Case • Report on overall movement of funds within the programme • Risk Register qtly update • September Project Highlight reports • Programme Financial update • Items to note (Action Log, Comms update, Forward work programme)	
Thursday 7 November 2024	PL	31.10.2024	• Procurement Register – bi-monthly check that it's up to date • M&E return - final check on info	
Wednesday 13 November 2024	PB	08.11.2023	• Riverfront RIBA stage 4 update • Monitoring & Evaluation Autumn return – agreement to final version • Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update items (14/11)	
Friday 22 November 2024	TB	15.11.2024	• Riverfront RIBA stage 4 update • October Project Highlight reports • Programme Financial update • Items to note (Action Log, Comms update, Forward work programme, M&E return)	

Date of Meeting	Programme Board / TDB / Project Lead mtgs	Papers to be issued	Proposed Meeting Content / Plan	Board decision to be made? Y/N
Thursday 5 December 2024	PL	28.11.2024	•	
Wednesday 18 December 2024	PB	11.12.2024	• Guildhall – End of RIBA Stage 4 • Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update items (19/12)	
Friday 27 December 2024 [CANCEL??]	TB	20.12.2024	• Guildhall – End of RIBA Stage 4 • November Project Highlight reports • Programme Financial update • Items to note (Action Log, Comms update, Forward work programme)	
Thursday 2 January 2025	PL	19.12.2024	• Procurement Register – bi-monthly check that it's up to date	
Wednesday 15 January 2025	PB	08.01.2025	• Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update items (16/01 – last meeting in calendars)	
Friday 24 January 2025 (Last meeting in calendars)	TB	17.01.2025	• Risk Register qtly update • December Project Highlight reports • Programme Financial update • Items to note (Action Log, Comms update, Forward work programme)	

2025

March ACC – LCWIP workstream – End of design of scheme designs

May Vice-Chair term finishes in July 2025

June MUCH End of RIBA Stage 5/6

Dec Riverfront End of RIBA Stage 5/6

2026

March   Guildhall End of RIBA Stage 5/6

ACC – LCWIP workstream – End of construction/implementation