

**UNIVERSITY OF GLASGOW**

**Workspace Futures 2030**

**School of Education and School of Social and Political Sciences**

**Project Board Terms of Reference**

**March 2024**

**Brief Description**

Draft terms of reference for the School of Education and School of Social and Political Sciences Workspace Futures 2030 Project Board, including remit and membership.

**Action Requested**

For review, comment and agreement by the Project Board.

**Recommended Person(s) Responsible for Taking the Actions Forward**

All board members

**Resource Implications**

None

**Timescales for Implementation**

Throughout the life of the Project Board.

**Equality Implication**

All actions will be developed and implemented in line with University Equality and Diversity policies.

**Originator of the Paper**

Karen Lee, Director of Strategy, Performance and Transformation (Estates)

## **Project Board Terms of Reference**

### **Purpose**

The Project Board will be responsible for overseeing the development of the School of Education and School of Social and Political Sciences Workspace Futures 2030 Project through to practical completion, occupation and then beyond to the delivery of benefits 2 years post-occupancy.

The primary purpose of the Board during the life of the project is to clearly articulate the vision, engaging with stakeholders as required, and to ensure the initial vision and ambition for the project is not lost as it progresses through RIBA stages. There will be a number of themes to the project and these must be viewed within the wider ecosystem of the strategy and vision of the College of Social Sciences, staff and student experience. The Board will ensure that the appropriate levels of both consultation and communication are prioritised throughout the project, incorporating dedicated communications workstream activity throughout.

The Project Board role, remit and membership has been configured to reflect the requirements of the project at commencement, however the Project Sponsor reserves the right to refresh the remit and membership of the Project Board as the project evolves during delivery and occupation.

### **Remit**

The remit of this Board is to:

1. Ensure the vision and ambition for the project, including the articulation and delivery of project benefits is adhered to, ensuring alignment with University strategies.
2. Oversee and lead phases and workstreams that provide key deliverables and make recommendations to the Project Development Board and partners, including:
  - Diagnostic and concept design
  - Project design & construction delivery
  - Business Case Development, Funding & Finances
  - Benefit identification & delivery (until two years post-occupancy)
  - Stakeholder Engagement and Communications
3. Ensure that the project undertakes correct and good governance.
4. Manage and monitor a project risk register.

### **Operation of the Board**

During the first phase of the project (diagnostic and concept design) the Board will meet at four key points, aligned with the milestones and deliverables of this phase. During this phase, stakeholder involvement will be undertaken primarily but not exclusively by Steelcase. The first Board meeting will determine the strategies for staff engagement in particular.

Thereafter, the Board will meet monthly. For each meeting, workstream leads will be required to submit an update report on workstream progress in a standard format to be agreed.

### Board Membership

Member	Role
Moira Fischbacher-Smith	Vice-Principal: Learning & Teaching, Project Sponsor and Convenor
Carl Goodyear	Asst. Vice-Principal: Strategy & Resources, Workspace Futures 2030 Programme Sponsor
Sara Carter	Head of College
Kristinn Hermann	Head of School (Education)
Anne Kerr	Head of School (Social & Political Sciences)
Karen Lee	Director of Strategy, Performance & Transformation
Nicola Cameron	Director of Property and Joint Ventures
Dovile Green	Communications Lead
Lauren Wallace	Business Partner (CoSS)
Karen Bilsland	Lecturer in Organisational Behaviour (ASBS)
Sharon McGregor	Director of Professional Services (CoSS)
Jen Davies	Head of Finance (CoSS)
Fiona McKinley	Head of Professional Services (Education)
Jane Paton	Operations Manager (Education)
Michael Murray	Head of Professional Services (SPS)
Simon Joss	Professor of Urban Studies (SPS)
Aislinn Fosbrooke-Smeets	Project Development Manager (CoSS)

Substitutions may be made with prior notice given to the convenor.

Other colleagues from the University and the wider project team (e.g. external consultants) will be invited to meetings as required.

### Board Member Responsibilities

The Board has accountability for the development and governance of this project. Each Board member has the responsibility to:

- Ensure all activity is in line with University Strategies & Policies;
- Identify, assess and mitigate risk at project level;
- Openly and constructively challenge where investments do not provide business continuity and strategic investments;
- Take ownership for specific actions and risks;
- Embody the University's values in their activity and behaviour.

## **Governance Structure**

The Project Board will report (where appropriate) to all and any University committees deemed necessary i.e. Court through the following committees: Capital Programme Governance Committee, Investment Committee, Estates Committee and Finance Committee.

Where appropriate, the Project Sponsor/Board Convenor will be responsible for keeping SMG informed of matters considered by the Project Development Board.

