



## PROJECT BOARD MINUTES

**Project:** North Herts Museum & Community Facility

**Date:** 17<sup>th</sup> December 2012

**Classification:** Confidential

**In Attendance:** Councillor Tricia Cowley, John Robinson Strategic Director Customer (Project Executive), Vaughan Watson, Ros Allwood, Neal Charlton (BFAW), David Leal-Bennett (Hitchin Town Hall Ltd), Rosemary Read (Hitchin Town Hall Ltd)

**Circulation:** Those attending, Steve Crowley, Project Librarian,  
Publication on the web following the next meeting by the Project Librarian

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### 1 Apologies

Apologies from the Project Manager, Steve Crowley were noted.

### 2 Project Initiation Document (PID)

The Project Executive requested that the agenda be realigned and that agenda item 4 be taken first.

Ros Allwood advised that the only amendments that had been made to the PID were those that were for a matter of record i.e Council decisions. No other changes had been made the document.

The Project Executive and Board endorsed the Project Initiation Document.

### 3 Highlight Report No 3

Board considered the highlight report and noted the tasks completed to date. RA advised on the recent appointment of Jo Ward, the Audience Development Officer, and Neal Charlton outlined the process in terms of the tender arrangements.

The Project issues and problems were considered and it was noted that non were impacting on the time, cost of quality of the project. The Project Executive authorised the products due for the next stage.

Type	Description	Author	Status
General	Risk of delay to project because of HTH interest in purchase of 15 Brand Street. Project Executive monitoring this issue and met with Leader of the Council, Deputy Leader and Portfolio Holder.	SC	Ongoing

Operational	Risk of architects not completing work on time. Project Team attended BFAW office for team meeting, happy with progress.	SC	Ongoing
Procurement	Procurement of main contractor being awarded by 31 <sup>st</sup> March 2012. This is being controlled by BFAW.	SC	Ongoing
Procurement	Number of PQQ's that have been requested for the Museum Designer. Currently 45 have been requested. This could impact on evaluation timescales.	SC	Ongoing
Communication	Dealing with public understanding of the project. Need to produce a communication plan to ensure regular dialogue external stakeholders	SC	Ongoing

The Project Executive and Board thanked BFAW for their efforts in expediting the works in order to meet the deadlines set for the project.

#### **4 Project Plan**

The project plan was discussed and NC advised that this had since been Updated and will be circulated in due course. It was agreed that both RA and Hitchin Town Hall Ltd would advise the Project Team of their ramp up plans following receipt of this.

Action: RA/Hitchin Town Hall Ltd

#### **5 Issue Log**

The issue log was noted and the Project Executive requested that the communication plan be presented at a future board meeting.

Action: SC/RA

#### **6 Risk Register**

The risk register was reviewed and amendments were made as necessary at lines 1 HLF Funding, 5 possibility of increased costs due to stakeholder special requirements, 18 NHDC being unable to operate museum service at current scale, 22 procurement risk and 25 risk associated with the fit out contractor.

Action: RA to update

Sharon Nahal  
**PA Strategic Director Customer Services**