

**REPORT FROM:** Head of Resources

**TO:** Nelson Long Term Plan Board

**DATE:** 14 June 2024

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## Programme Initiation Document

### PURPOSE OF REPORT

1. To provide a copy of the Programme Initiation Document (PID) for the Nelson Long Term Plan Board.

#### Recommendations

That the Board:

1. Note the content of the Programme Initiation Document
2. Note the Key Milestones and agree that delegated authority be given to the Chair if necessary to meet the deadline of the Investment Plan submission date of the 1<sup>st</sup> August

#### Reasons

1. To ensure that there is a central record of all key information regarding the Long Term Plan programme initiation.
2. To ensure that the deadline date of the 1<sup>st</sup> August is met.

### Issue

1. In order to support delivery of the programme, the PID sets out the programme objectives, governance structure, key milestones, finance, risk register, communications strategy etc. The aim is to ensure robust procedures and records are in place, whilst maintaining a 'light-touch' working document that can be revised when appropriate.

2. We are in the very early stages of Programme delivery and updates will be provided on Finance and the Communications and Engagement Strategy at a future Board.
3. Any further revisions to the PID will be reported to the Board when appropriate.

## **IMPLICATIONS**

**Policy:** None arising directly from this report.

**Financial:** PBC will be the accountable body for the fund and an overview will be provided within the PID when appropriate. The procurement of consultants will be financed by the fund made available to support the investment plan development.

**Legal:** Subsidy Control regulations will need to be adhered to. External advice can be sought and funded through the capacity support being made available.

**Risk Management:** The Programme Risk Register forms part of the PID.

**Health and Safety:** None arising directly from this report.

**Sustainability:** The Long Term Plan provides an opportunity to consider sustainability within any investments ultimately selected for investment.

**Community Safety:** The Long Term Plan provides an opportunity to consider the improvement of community safety within.

**Equality and Diversity:** None arising directly from this report.

## **APPENDIX ONE**

Programme Initiation Document (PID)