

Programme Board structure to deliver the Corporate Plan

There would be 2 separate Programme Boards set up to deliver the plan:

- Younger People & Housing; and
- Connected, Resilient & Environment.

Three of the current programme boards operating in the council would no longer be required, as their functions will be met by the new ones; these are the Modernising Education Board, the Economic Development Strategy Board and the Modernisation Board.

Terms of reference for the new boards would be:

1. Strategic delivery of the Corporate Plan, by planning and monitoring the work of lead Members and Officers.
2. Devising a programme of work that will deliver the ambitions in the corporate plan
3. Board Members are tasked with:
 - a. the delivery of the Corporate Plan ambitions assigned to them;
 - b. working collaboratively as part of the Board to solve programme issues and overcome obstacles; and
 - c. reporting to Scrutiny, CET or Cabinet on their areas of responsibility, when required.
4. Delivering the agreed programme through structures such as project boards, task & finish groups, service plans etc., *which are proportionate to the task*.
5. Managing the programme through regular reporting on progress:
 - a. up to the Board by project leads and
 - b. from the Board to CET (and Cabinet, through Quarterly Performance Reports).
6. Agreeing actions to overcome obstacles
7. Conducting periodic tranche reviews of progress (at least annually), amending the programme accordingly to ensure planned outcomes are met.
8. Managing programme risk.
9. Making recommendations to CET/Cabinet where policy changes are required
10. Making recommendations to CET concerning resource allocation - CET to take proposals to SIG where capital or significant revenue funding is required.
11. Communicating progress with stakeholders through a corporately managed communication plan.
12. The Boards will be chaired by the Chief Executive or a Corporate Director
13. They will be supported administratively by a programme administrator
14. They should meet as required, but as a minimum, quarterly.
15. Notes and actions from the meetings should be available to Members and Staff

Programme Board Structure and membership

Leader Cabinet

Chief Exec CET

SIG

Scrutiny

Young People & Housing Programme Board

Connected, Resilient & Environment Programme Board

Tony Thomas
Bobby Feeley
Huw Hilditch-Roberts
Hugh Evans

Jamie Groves
Graham Boase
Phil Gilroy
Karen Evans

Richard Mainon
Brian Jones
Tony Thomas
Bobby Feeley
Mark Young

Alan Smith
Tony Ward
Jamie Groves
Liz Grieve
Phil Gilroy