

# Terms of Reference

## Conwy and Denbighshire Collaboration Programme Board

### Membership from each council

#### **Members**

3 Cabinet Members  
3 Scrutiny Members

#### **Officers**

Chief Executive  
1 Corporate Director

### Purpose

The Programme Board has been established to oversee and provide proper governance for collaborative projects between Conwy CBC and Denbighshire CC. It will drive existing collaborative projects and ensure that they are properly integrated into the work of both councils, and it will be a forum at which proposals for any new collaborative projects can be considered prior to them being considered further within each of the two Authorities.

### Method of Working

The Programme Board will be owned jointly by both Conwy and Denbighshire. The chairmanship of the board will rotate annually between the counties, and the vice chair will not be from the same council as the chair. The Chair can be a member or an officer.

To be quorate there need to be at least 4 members of the board present from each authority. In order to facilitate continuity no deputies will be permitted.

Administrative support to the Board and officer group will be identified from both authorities. This will share the workload and increase ownership within both authorities.

The Board will meet bimonthly in alternate Counties and will work to an agreed project management methodology.<sup>1</sup>

### Role

**1. The primary role of the Programme Board is to provide cross county and within county leadership to service collaboration projects between Conwy and Denbighshire and effectively deliver strategic change. It will achieve this through;**

- ensuring time and money is not wasted on projects that do not deliver benefits and that scarce resources are prioritised
- improving communication across and within both councils in relation to collaborative projects and providing a strong mandate from executive members, scrutiny and management
- commitment to adequate resources and cash
- providing better focus to driver change through ensuring the right projects are selected and that tangible benefits are delivered

- 2. The Board will be responsible for properly co-coordinating the delivery of all collaborative projects between Conwy and Denbighshire by;**
  - Ensuring that the projects are properly scoped and considering requests for changing the scope, this could be for example where the portfolio of departments within a service differs between counties and it is felt that consistency could be of benefit;
  - Discussing the strengths, weaknesses and challenges facing the services within each county , the implications of these on collaboration and exploring alternative ways of providing services across both counties ensuring that best practice is shared and developed;
  - Ensuring that work is prioritised that will generate the most benefit in terms of service improvement, cost avoidance and efficiencies through analysing the quick and longer term wins
  - Ensuring that each project has a clear plan and an agreed set of targeted outcomes and benefits, that all the relevant stakeholders are involved in the project, for example staff representatives, and that the departments of both councils are working appropriately to support the collaboration projects;
  - Ensuring that projects respond to emergent evidence and other changes in the political and operational context;
  - Ensuring projects are implemented and that the stated benefits are realised.
3. The Board will consider all proposals for any new collaborative projects between Conwy and Denbighshire.
4. Either Cabinet or the joint meeting of both county's executive teams may request that the Board looks at a particular issue, or focuses its efforts in a particular area.
5. Representation on the Board from Scrutiny Committees will ensure there is a strong link between the work of the Board and the role of Scrutiny
6. Whilst the activity of the Board is concerned with collaboration between Conwy and Denbighshire opportunities to collaborate with other North Wales Councils are likely to be discussed and communication on the work of the Regional Programme Boards is likely to feature as part of the agenda on a regular basis.
7. The Board will also provide the ability to respond jointly to the Welsh Assembly Government regarding issues/constraints relating to the Collaboration Agenda