

Appendix 3

MLG Programme Boards - Proposed Terms of Reference

Title:	Terms of Reference
Purpose:	<p>Responsible for establishing, managing and monitoring the delivery of workstream activity within an agreed portfolio, creating a collaborative and solution focused approach to the overall unitary transition programme to establish the new Council by April 2020.</p> <p>Key actions will be to:</p> <ul style="list-style-type: none"> • Propose and establish workstreams both standing and task and finish, needed for the successful delivery of the agreed board portfolio of work that supports the overall programme delivery and ensure these are resourced as required. • Ensure workstream outcomes are developed to meet internal and external customer needs. • Consider, advise and sign off all reports produced by the portfolio of workstreams before being presented to the Chief Executives Implementation Group (CIG) and Shadow Executive. • Make decisions based on robust officer reports and/or business cases to enable the delivery of the agreed board portfolio of work for which they have delegated authority. • To manage and identify resourcing requirements to deliver the portfolio of work and agree these within the boards delegated authority or refer to the CIG for agreement. • Receive regular highlight reports on the activity and progress of the workstreams within the board portfolio including the management of dependencies, co-ordination of activity to avoid duplication. • Consider and monitor workstream risks and/or issues and escalate these as appropriate to CIG. • Liaise regularly with the other programme board co-chairs and programme management office to effectively monitor portfolio cross cutting issues and dependencies, escalating where required to the CIG.
Status:	<p>Decision Making</p> <p>Non public</p> <p>Notes and actions to be captured</p> <p>Confidentiality to be highlighted where relevant for specific items</p>
Chair:	<p>The boards will be jointly chaired by an officer from the County Council and an officer from a District Council.</p>
Membership:	<p>Programme Board Co-Chairs</p> <p>Programme Manager/PMO Rep</p> <p>Workstream Leads</p> <p>Interim Monitoring Officer</p>

Deputisation:	Where a member is unable to attend, a named deputy can stand in on their behalf.
Frequency:	Bi weekly (with additional meetings as required)
Service Standards:	<ul style="list-style-type: none"> • Agenda items will be confirmed a minimum of 5 working days in advance of meeting date unless with the agreement of one of the Chairs. • Agenda will be approved by the Chairs in advance of circulation. • Any other businesses will be reserved for urgent un-foreseen items. • Agenda and papers will be circulated by email, minimum 3 working days in advance of meeting date, unless agreed by the Chairs as exception. • Notes and actions will be agreed by the Chair, and then circulated to all board members within 2 working days of meetings. • Notes and actions are considered as 'draft' until approved at next meeting. • Board chairs will meet weekly with the Leader of the CIG for an informal 'touch down' meeting.
Standing Agenda Items:	<ul style="list-style-type: none"> • Approval of previous minutes and actions – every meeting. • Workstreams updates. • Review of workstream risks. • AOB
Date of last review:	<ul style="list-style-type: none"> • March 2019