#OneTeam Transformation Programme

Programme Governance
#OneTeam Transformation Project Team
Terms of Reference v2. (April 2022)

1. PURPOSE

1.1 The #OneTeam Project Team is ultimately responsible for supporting the delivery of all aspects of the #OneTeam Transformation Programme

2. RESPONSIBILITIES

2.1 Implementing the Programme vision;

2.2 Creating the Programme project plan and delivering against agreed key milestones and actions;

2.3 Ensuring the Programme is sufficiently resourced;

2.4 Developing supporting processes, procedures and templates to enable the delivery of the Programme;

2.5 Workstream leads to deliver against their key milestones -

    2.5.1 Communicating information about the Programme to staff, Members, external customers and stakeholders and facilitating engagement via the Communication and Engagement Workstream lead

    2.5.2 Ensuring staff are supported and developed to possess the right skills and knowledge via the HR and Workforce Development Workstream lead

    2.5.3 Progressing and monitoring agreed projects, following approval of #OneTeam business cases via the Service Delivery Workstream lead to deliver benefits

2.6 Mitigation of risks associated with the Programme and those escalated from the provider of Programme Management Services/Programme Manager;

2.7 Reviewing service reviews and supporting #OneTeam business cases to check alignment with the principles and objectives of the Programme, before they are considered by the Programme Board;

2.8 Agreeing escalated items to the Programme Board and/or Programme Sponsor; and

2.9 Reviewing reports and reporting to management and/or Council meetings

3. CHAIR, SECRETARIAT & MEETING FREQUENCY

3.1 Meetings will be chaired by the Programme Senior Responsible Officer (SRO);

3.2 Notes of meetings will be taken by Corporate Services and circulated within ten (10) Working Days after the meeting, with the first day being the day after the meeting (this will be reviewed as the programme progresses);

3.3 When the Chair has approved the notes, they will be circulated by Corporate Services to all members of the #OneTeam Programme Board for information

3.4 An agenda will be produced by the provider of Programme Management Services/Programme Manager (in consultation with the Programme SRO as required) and circulated to all members of the Project Team no later than five (5) Working Days before the scheduled date of the meeting;

3.5 Unless the Project Team members otherwise agree, the Project Team shall hold at least one meeting every month;

3.6 Meetings to take place by video conference

4. REPORTING

4.1 The Project Team shall receive agreed reports from the the provider of Programme Management Services/Programme Manager, identified by the Programme's SRO as being appropriate to bring to the Project Team;

4.2 Highlight Reporting will include the following, detailing any anticipated exceptions and emerging risks/issues and mitigation:

4.2.1 Programme and Service Delivery Workstream

4.2.2 Comms & Engagement Workstream

4.2.3 HR & Workforce Development Workstream

4.3 Information from highlight reports will be reflected on the latest version of the #OneTeam Transformation Project Plan and this will be the document that outlines progress against key milestones and deliverables

5 MEMBERSHIP & EXPECTATIONS OF MEMBERS

5.1 The Programme SRO shall appoint up to six core Project Team Members

5.2 Guests may be invited to meetings of the Project Team where relevant on an ad hoc basis and with the prior consent of the Programme SRO, to include Service Leads when presenting relevant business cases

6 QUORACY

6.1 Meetings would require at least the following Project Team members to be in attendance:

- Programme Sponsor
- Programme SRO
- Programme Manager or a Workstream Lead

7 REMOVAL OF #OneTeam PROJECT TEAM MEMBERS

7.1 The Programme SRO shall be entitled to remove and replace the Project Team Members (or any of them) appointed by it. Any removal of a Project Team Member shall be effected by notice in writing and shall take effect when served (subject to any contrary intention expressed in the notice);

7.2 Notwithstanding any other term of this Agreement, the Programme SRO shall forthwith remove a Project Team Member (in accordance with paragraph 7.1) where:

- The Project Team Member is convicted of any offence of fraud or dishonesty; or
- The Project Team Member ceases to be employed by the Council or an elected member of the Council; or
- The Project Team Member ceases to be formally engaged or commissioned by the Council

7.3 If a member of the Project Team Member is removed for any of the above reasons, the Programme SRO shall appoint the successor to sit on the Project Team as a replacement member of the Team

8 REVIEW OF TERMS OF REFERENCE

8.1 The Terms of Reference for the Project Team shall be reviewed by the Programme SRO on a six monthly basis

MEMBERSHIP

Member	Role in organisation	Role on Programme
Jonathan Stephenson	Chief Executive Officer	#OneTeam Transforamtion Programme Sponsor
Angela Hutchings	Strategic Director	#OneTeam Transformation Programme SRO
Nichola Mann	HR Manager	#OneTeam Transformation Programme HR & Workforce Development Workstream Lead TBC
Angela Hogg	n/a – commissioned provider of Programme Management services	#OneTeam Transformation Programme Manager
Dominic Chessum (to end July 2022)	n/a – commissioned provider of Communication and Engagement services	#OneTeam Transformation Programme Comms & Engagement Workstream Lead
TBC	Tier 3 Service Director TBC	#OneTeam Transformation Programme Service Delivery Workstream Lead