

#OneTeam Transformation Programme

Programme Governance

#OneTeam Transformation Programme Board

Terms of Reference (April 2022)

1. PURPOSE

- 1.1 The #OneTeam Transformation Programme Board is ultimately responsible for the delivery of all aspects of the #OneTeam Transformation Programme and its governance

2. RESPONSIBILITIES

- 2.1 Promote, endorse and support the Programme and its objectives;
- 2.2 Communicate information about the Programme to agreed stakeholders;
- 2.3 Review and consider presented #OneTeam business cases within the Programme;
- 2.4 Decision making (#OneTeam business cases) –
 - 2.4.1 Approve business case(s) to move to implementation, should no further programme governance be required (see 2.4.3)
 - 2.4.2 Request business case(s) be returned to Tier 3 lead for further work/more information and return to the Board
 - 2.4.3 Approve business case(s) for consideration and any further governance, to include Exec/PRED and Full Council as determined by the Programme Senior Responsible Officer (SRO)

3. CHAIR, SECRETARIAT & MEETING FREQUENCY

- 3.1 Meetings will be chaired by the Programme Sponsor;
- 3.2 Notes of meetings will be taken by Corporate Services and circulated within ten (10) Working Days of the meeting to all Board members and those attending the relevant meeting(s) as a guest;
- 3.3 An agenda will be produced by the Programme's SRO (in consultation with the Programme Manager) and circulated to all members of the Programme Board no later than five (5) Working Days before the scheduled date of the meeting;
- 3.4 Unless the Programme Board Members otherwise agree, the Programme Board shall hold at least one meeting in each quarter;
- 3.5 Meetings to take place in person and default to video conference should circumstances require;
- 3.6 Additional meetings may be arranged should there be a need;

4. REPORTING

- 4.1 The Programme Board shall receive reports and/or verbal updates identified by the Programme SRO (prepared in consultation with the Programme Manager and Programme Workstream leads);
- 4.2 Core reports/verbal updates to include the following, detailing any anticipated exceptions and emerging risks and their mitigation:
 - 4.1.1 Programme and Service Delivery Workstream
 - 4.1.2 Comms & Engagement Workstream

5. MEMBERSHIP & EXPECTATIONS OF MEMBERS

- 5.1 The Programme SRO shall appoint up to six Programme Board Members, in addition to those listed within the Membership table below (Section 9);
- 5.2 Additional members and/or guests may be invited to meetings of the Programme Board on either a regular or ad hoc basis and with the prior consent of the Programme’s SRO

6. QUORACY

- 6.1 Meetings would require at least the following Programme Board members to be in attendance:
 - Programme Sponsor
 - Programme SRO
 - Programme Member Sponsor (Rochford District Council)
 - Programme Member Sponsor (Brentwood Borough Council)

7. REMOVAL OF #OneTeam TRANSFORMATION PROGRAMME BOARD MEMBERS

- 7.1 The Programme SRO shall be entitled to remove and replace the Programme Board Members (or any of them) appointed by it. Any removal of a Programme Board 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 Programme Board Member (in accordance with paragraph 7.1) where:
 - The Programme Board Member is convicted of any offence of fraud or dishonesty; or
 - The Programme Board Member ceases to be employed by the Council or an elected member of the Council; or
 - The Programme Board Member ceases to be formally engaged or commissioned by the Council
- 7.3 If a member of the Programme Board is removed for any of the above reasons, the Programme SRO shall appoint the successor to sit on the Programme Board as a replacement member of the board

8. REVIEW OF TERMS OF REFERENCE

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

9. MEMBERSHIP

Member	Role in Organisation	Role on Programme
Jonathan Stephenson	Chief Executive Officer	#OneTeam Programme Sponsor & Programme Board Chair
Angela Hutchings	Strategic Director	#OneTeam Programme SRO
Cllr Simon Wootton	Leader of Rochford District Council	#OneTeam Programme Member Sponsor
Cllr Chris Hossack	Leader of Brentwood Borough Council	#OneTeam Programme Member Sponsor