

## Place Programme Board Terms of Reference

The Place programme board is responsible for the timely delivery of major regeneration projects and planning applications prioritised by Cherwell District and South Northants Councils on the grounds that they are able to make a significant contribution to the delivery of the Councils' strategic priorities.

The prime purpose of the Programme Board will be to champion and drive the programme forward to deliver the outcomes and benefits identified by each council, and to coordinate and govern the equitable use of scarce management resources across the programme .

As an informal member/officer working group, the group has no formal decision making powers; these powers have been delegated by the SNC Cabinet/ CDC Executive to the Director of Development. Therefore, when the group has reached a consensus on an issue the formal decision making route will be that decisions are taken by the Director of Development, in consultation with the Place Programme Board. In the case of major applications, decision-making resides in the statutory role of the Planning Committee/Development Control Committee (CDC/SNC) and the role of the Place Programme board is informational and advisory in terms of the progress a strategically-important application makes through the normal planning process.

Programme Board members must take the lead in supporting the authority and the programme as a whole, including ensuring the appropriate coordination of resources across the projects that comprise the programme.

### Membership

One Councillor "champion" for each project, appointed by the Executive/Cabinet (CDC/SNC)

Director of Development in the role of Senior Responsible Owner of the programme

All sponsors of projects and major applications making up the programme

Finance, communications and legal expertise

### Officer Support

The Place programme board will be supported by the shared Programme Manager and project managers both from within and outside the councils. Administrative support will be provided internally.

The Programme Board will include expertise from corporate functions essential to the success of major projects, specifically communications, finance and legal. It will also include a place-shaping or community development role to ensure major regeneration projects work with the community from the outset.

### Terms of Reference

1. Ensure the ongoing overall alignment of the programme to the strategic direction of the two organisations
2. Coordinate allocated project resources and resolve conflicting resource demands
3. Authorise individual projects in the Programme to continue at each decision-point
4. Resolve strategic and directional issues between projects, that need the input and agreement of senior stakeholders to ensure progress
5. Escalate issues to the appropriate body (Cabinet or Executive) where necessary
6. Confirm the organisations' strategic direction, against which the projects will deliver
7. Approve the progress of the programme against the strategic objectives
8. Provide continued commitment and endorsement in support of the programme objectives at executive and communications events: championing the programme

## Transformation Programme Board – Terms of Reference

The Transformation Programme Board role is proposed as an additional specific role to the Joint Arrangements Steering Group, enabling it to act as the strategic programme board responsible for the timely delivery of shared and transformed services at South Northamptonshire and Cherwell District Councils.

As an informal member/officer working group, the group has no formal decision making powers, these powers have been delegated by the Cabinet and Executive respectively to the Director of Resources. Therefore, when the group has reached a consensus on an issue the formal decision making route will be that decisions are taken by the Director of Resources in consultation with the Group.

### Membership (in addition to the standard JASG Membership)

- Two Councillor “champions” for each project appointed by the Executive/Cabinet (CDC/SNC)
- Director of Resources in the role of Senior Responsible Owner
- Head of Transformation
- Heads of Service appropriate to the stage of the programme/service under review

### Officer Support

The Transformation Programme board remit will be supported by the shared Programme Manager and project managers appointed from within and across the two councils. Administrative support will be provided internally.

### Terms of Reference

1. Ensure the ongoing overall alignment of the programme to the strategic direction of the two organisations
2. To support and drive forward the delivery of shared or otherwise transformed services, delivering more resilient or cost effective service processes, providing strategic oversight and direction .
3. To agree how services are transformed, taking a whole council view, in terms of ICT infrastructure harmonisation, delivery of services to the customer, and taking advantage of new opportunities to review how technology supports service delivery
4. To ensure a consistent approach of moving away from service-specific technologies in favour of open standards
5. Coordinate allocated project resources and resolve conflicting resource demands
6. Authorise individual projects in the Programme to continue at each decision-point
7. Resolve strategic and directional issues between projects, that need the input and agreement of senior stakeholders to ensure progress
8. Escalate issues to the appropriate body (Cabinet or Executive) where necessary
9. Confirm the organisations’ strategic direction, against which the projects will deliver
10. Approve the progress of the programme against the strategic objectives
11. Provide continued commitment and endorsement in support of the programme objectives at executive and communications events: championing the programme