

Terms of Reference (ToR)

Devolution Programme Board

Version 0.1 (Version 1 once approved) | 26.06.15

PURPOSE

To provide strategic oversight and monitoring of the Devolution Programme on behalf of the sponsoring group (CLT).

OBJECTIVES

The board group will:

- Ensure that the programme is following the principles set out in the Devolution, Asset Management and Commercialisation decision making matrix.
- Review the business cases signed off and progress against the overall plan
- Hold the workstream lead and project delivery team to account for the delivery of the business cases
- Act as the point of escalation where there are contentions between commercialisation and devolution requests
- Review savings and costs incurred to date
- Provide reports to CLT on progress as required.

MEMBERSHIP

Where a member is unable to attend a meeting it is critical that they notify the project manager in advance and send a delegate to represent them at the group.

- Paul Masters – Corporate Director (Communities and Organisational Development) – Chair
- Mark Read – Head of Service (Customers and Communities)
- Richard Williams – Head of Information and Governance
- Russell Ashman – Assistant Head of Financial Services – Income, Systems and Control
- Peter Marsh – Head of Contracts and Commissioning
- Nigel Blackler – Head of Strategy, Economy, Enterprise and Environment
- Rob Andrew - Assistant Head (Communities and Devolution)
- Beverly Hill – Devolution Communications Specialist
- Kerry Knight – Devolution Programme Support

MEETINGS

The group will meet monthly. During meetings, the group will:

- Define and monitor progress against the plan

- Manage risks and issues through the action log maintained by the project manager
- Resolve strategic issues including through escalation to CLT where appropriate
- Assure the integrity of the business cases and sign off in readiness for formal sign off by the appropriate decision-maker
- Agree where additional support is required and commission it through the appropriate mechanisms, utilising existing contracts where possible

ADMINISTRATION OF MEETINGS

Key actions will be recorded and circulated by the devolution administrator after each project steering group meeting. Electronic Documents will be stored in the mixed area under the folder: Devolution

All members will be responsible for ensuring that any actions arising from decisions taken at the meeting where they are the responsible owner for the action will be completed within agreed timescales. This will be monitored by the project manager.

AGENDA ITEMS FOR MEETINGS

The Devolution Administer will coordinate preparation of the meeting agenda on behalf of the SRO. Members must submit any item they wish to be included on the agenda to the Devolution Administer in advance of the meeting.

Proposed Standing Items for Board Agenda:

- Actions from previous meeting and matters arising
- Top level project plan review
- Highlight Report
- Risks & Issues
- Communication

COMMUNICATIONS

It is the responsibility and requirement of all members of the programme Board to communicate/brief workstream leads and personnel working under their direction on key decisions taken at meetings. It is also incumbent upon them to bring appropriate issues from their team and other meetings to ensure that communication channels are two way and messages are reaching the project board from operations

Devolution, Asset Management and Commercialisation

Decision Making Framework

Principles

1. Devolution with the continuation and/or enhancement of services supersedes requirement for capital receipts – unless there are significant amounts (£50k+) involved when the site needs to be discussed at the Board.
2. List of “live” devolution opportunities to be made available – more detailed version for managers on intranet (July 15)
3. List of “potential” commercialisation to be consulted on and made publicly available

Position of Asset	Outcome			Board Involvement
	Status Quo	Commercialise	Devolve	
Used to deliver services now and in the future	Retain if service budget available and no local desire for devolution.	No	No	Only in exceptional circumstances
Commercialisation list only	No	Develop finance business case	No	None
Devolution list only	No	No	Devolve – lower priority work if it is not part of prioritised town or rural devolution package	None
Service to cease / considerably change	N/A	Yes	Yes	Board adjudicate where options conflict – based on Strategic Devolution Group recommendation.
On both lists	No	Develop initial business case mandate to consider: <ul style="list-style-type: none"> • Part of rural or town devolution package and the impact of removing it • Financial benefits of commercialisation • Access to external grant funding • Stakeholder expectations • Alignment to strategic visions • Risks 		Board decide on appropriate route based on the business case

Notes

1. At present few (if any major) regeneration schemes have been identified.
2. Financial details include “cashable” revenue costs, identified capital costs and “un-cashable” notional costs e.g. backlog maintenance.