



Corporate Strategy - Priority 1

Programme Board Terms of Reference

Introduction:

The purpose of the Programme Board is to provide senior officer and political oversight of the projects and actions required to deliver the requirements and expectations set out in Strategic Priority 1 of WDC's Corporate Strategy.

Corporate Strategy:

1. Delivering valued, sustainable services

In order that the Council can continue to focus its efforts and activities on the needs of its residents, communities and businesses, this priority will be underpinned by demonstration of financial sustainability through the medium term. This is the foundation for ensuring there are resources to continue to enable residents to receive excellent high-quality services that are responsive and accessible to local needs. More detail of Strategy Priority 1 can be found through the following link: [Priority 1: Delivering valued, sustainable services - Corporate Strategy Warwick District 2030 - Warwick District Council \(warwickdc.gov.uk\)](#)

The programme board will:

- Demonstrate ownership for the change.
- Working as a team to provide collective and unified direction.
- Effective delegation with appropriate project tolerances and exception management processes
- Where required facilitating cross functional working to support delivery of projects and actions.
- Ensuring where possible all of the resources required to successfully complete the projects.
- Effective decision-making including risk, issue and change management.
- Project assurance and quality control.
- Review and monitor programme risks.
- Ensuring timely and effective communication within the project and with external stakeholders.
- Ensuring that the project deliverables are reliable, sustainable and can be maintained efficiently.

Programme Board Membership:

1. Cabinet Member for Transformation - Chair
2. Cabinet Member for Finance - Vice Chair
3. Deputy Chief Executive and in their absence the Chief Executive.
4. Head of People & Communications.
5. Head of Customer Service & Transformation.
6. Head of Finance.

Other Heads of Service and/or Cabinet members may be invited to attend where there are relevant agenda items that require a wider discussion and progress briefing.

- The Chairperson, to be the Cabinet Member for Transformation.

- The Vice Chairperson will be the Cabinet Member for Finance.

Updating the Programme Board:

Project/workstream leads will provide a quarterly highlight report and briefing on all activities, which fall under the scope of Priority 1.

Programme board papers will be provided four days in advance of a board meeting.

Frequency of meetings:

The programme board will meet every two months. More frequent meetings may be convened where project demands require it. Meetings will have action notes.

Programme Board Governance:

