

Destination 22 Programme Board Terms of Reference

Any decision making must be in accordance with Southampton City Council's constitution, i.e. through Council, Cabinet, or powers formally delegated to officers. Please refer to the Service Director for Legal & Governance for further advice.

1. Purpose

The purpose of this Board is to ensure there is a shared, continued, and focused effort to design and deliver the actions, outputs, and outcomes for the Destination 22 Programme. This Board will oversee the planning, progress, risks, issues, and dependencies associated with this programme.

2. Role

This Board will provide oversight and scrutiny for this programme to ensure that outcomes and benefits are identified and realised within the agreed parameters. The Board will be responsible for, and receive regular reports and updates from lead officers from the following areas:

- Progress of key work areas against agreed parameters via highlight reporting
- Resolving any conflicts or dependencies between the projects within the programme
- Support the identification of synergies/potential economies of scale across the programme
- Identification of, and progress towards, benefits and outcomes, against targets
- The ongoing identification, review, analysis and mitigation of issues and risks
- Making decisions on behalf of the service areas in relation to the programme, within agreed levels of delegated authority
- Changes and additions to the scope and plan that are proposed, subject to an agreed change control process
- Progress against the programme timeline
- Track, manage and comply with financial governance

The Board will act as a decision-making authority, within its level of delegated authority for the programme.

Decisions required outside the delegated authority of this Board, and/or decisions that will impact other programmes across the council and/or impact other partner organisations, will be escalated as appropriate within the agreed governance of the programme or partnership arrangements.

3. Governance

The Board Chair has the authority to make decisions to ensure that the roles and responsibilities of the Board are met within agreed parameters, including the authority to:

- Chair meetings of the Board

- Use discretion to make all decisions required at the Board within the time, cost, and quality remit of the programme and the Board's associated delegated authority
- Review and approve change requests within agreed parameters, those requests falling outside of these parameters being escalated as appropriate
- Represent the Board at other meetings associated with the programme, for example to ensure that decisions that significantly impact other services areas and/or projects and programmes are discussed appropriately, and to deliver progress reports as required via agreed escalation channels.
- Communicate effectively with all stakeholders and provide sign off on key comms

The Board will feedback progress and escalate key issues as agreed at each meeting and as appropriate to:

- Change Authority Board
- Cabinet and EMB
- Overview and Scrutiny
- Full Council
- Appropriate project/programme/organisational/service area boards, leaders, and/or meetings e.g. Corporate Parenting Committee, Multi Agency Childrens Board, Safeguarding Children's Partnership, CCM (Care Director) Programme Board.

4. Membership & frequency

The Board will meet on a monthly basis. The frequency and timetable for meetings is subject to change as necessitated by the timelines and decisions required by the programme.

Core membership is as below:

- Chair, Programme Sponsor
- Notes/minutes and actions taker
- Programme manager
- Project sponsors
- HR Lead
- Finance Lead
- Project/ workstream leads (as appropriate)
- Project/ workstream team members (as appropriate)
- Comms leads

Members to be Invited when required:

- Health Commissioning
- Health Providers

Individual group members are responsible for communicating the information and decisions made by the Board to their service areas and teams, and for providing feedback to the Board from their service areas and teams in return. Group members are also responsible for communicating and co-ordinating outcomes within their workstreams.

5. Duration and administration

Meetings of the Board will be scheduled for one and a half hours but may change subject to the requirements of the programme.

The Board will be supported by a programme officer for the purposes of scheduling, organisation, and collating and distributing agendas, minutes, actions, and decisions. Papers and agendas for Board meetings will be distributed two working days before the Board meeting.

6. Confidentiality

Any confidential items discussed during these meetings will be highlighted as such and Board attendees will be given guidance regarding the handling and dissemination of confidential information as appropriate.