

APPENDIX 4

Resources Board Terms of Reference

Resources Programme Board key objectives are to:

- Deliver service continuity solutions for all Resources functions for vesting day, ensuring that there is no loss of service
- Develop plans for transformation post vesting day
- Provide timely and effective support to other programme boards to enable them to achieve their objectives
- Ensure all key stakeholders are engaged and informed throughout the transition to the Buckinghamshire council, and that they are clear about the arrangements that will be in place for vesting day
- Set and deliver an agreed budget for the Shadow Authority and a balanced budget for the MTP for Buckinghamshire Council
- Minimise risks to business as usual activity, whilst ensuring that we do not undermine the solutions being developed for the new Council

Resources Programme Board roles and responsibilities

- Propose and establish resources workstreams both standing and task and finish, needed for the successful delivery of the agreed board portfolio of work that supports the overall programme delivery and ensure these are resourced as required.
- Ensure resources workstream outcomes are developed to meet internal and external customer needs.
- Consider, advise and sign off all reports produced by the portfolio of resources workstreams before being presented to the Chief Executives Implementation Group (CIG) and Shadow Executive.
- Make decisions based on robust officer reports and/or business cases to enable the delivery of the agreed board portfolio of work for which they have delegated authority.
- To manage and identify resourcing requirements to deliver the portfolio of work and agree these within the boards delegated authority or refer to the CIG for agreement.
- Receive regular highlight reports on the activity and progress of the resources workstreams within the board portfolio including the management of dependencies, co-ordination of activity to avoid duplication.
- Consider and monitor resources workstream risks and/or issues and escalate these as appropriate to CIG.
- Liaise regularly with the other programme board co-chairs and programme management office to effectively monitor portfolio cross cutting issues and dependencies, escalating where required to the CIG.

Key stakeholders for Resources programme board:

(NB: The list below doesn't include specific stakeholders in each workstream, as these are covered in individual workstream PIDs)

- CIG

- Shadow Executive
- Shadow Authority
- Member links
- Audit
- Employees and Trade Unions
- Other Programme Boards (Assumption their key stakeholders will cover areas such as waste, parking , leisure etc)
- Organisations we provide services from Resources to
- Organisations we receive services in Resources from

Meeting frequency:

- Bi weekly (with additional meetings as required)