

## Annex One Transformation Board

### *Terms of Reference*

Name of Group	Transformation Board	
Purpose of Group	Responsible for monitoring the progress of the programme and projects, ensuring the portfolio is suitably balanced and resolving issues which may compromise delivery and benefits.	
Authority	Corporate Management Team	
Commencement of group	October 2015	
Venue and Frequency	Easthampstead House, Monthly	
Termination of Group	Upon the decision of the Transformation Board	
Membership extent	Corporate Management Team, the Leader of the Council, the Portfolio Holder for Transformation and Finance with external and programme management support	
Chairman	Timothy Wheadon, Chief Executive	
Membership	Councillor Peter Heydon	Executive Member for Transformation & Finance
	Councillor Paul Bettison	Leader of the Council
	Timothy Wheadon	Chief Executive
	Alison Sanders	Director of Corporate Services
	Alan Nash	Borough Treasurer
	John Nawrockyi	Director of Adult Social Care, Health & Housing
	Victor Nicholls	Assistant Chief Executive
	Vincent Paliczka	Director of Environment, Culture & Communities
	Dr Janette Karklins	Director of Children, Young People & Learning
	Eric Bohl	Activist
	Genny Webb	Head of Performance and Partnerships
	Heather Lumby	iESE
	Caroline Stanger	Activist
	Nikki Gibbons	Chief Officer: Human Resources
Abby Thomas	Programme Manager	
Objectives of Group	<ol style="list-style-type: none"> <li>1. Agree the initial design of the portfolio and ensure that it is suitably balanced.</li> <li>2. Monitor delivery of the portfolio including: <ol style="list-style-type: none"> <li>a. Spend against profiled budget</li> <li>b. Resolution of issues</li> </ol> </li> </ol>	

	<p>c. Management of risks and dependencies</p> <p>d. Monitoring approved changes</p> <p>3. Review recommendations from and to the Executive (as Member Reference Group)</p> <p>4. Ensure the effectiveness of the Challenge Directors and member Gateway Reviews.</p> <p>5. Approve additions or major changes to any programmes or projects in the portfolio.</p> <p>6. Ensure that any conflicts between the portfolio delivery and BAU that cannot be resolved at programme level are addressed.</p> <p>7. Where necessary make recommendations for resources to be moved from one programme/project to another to ensure that the portfolio remains balanced.</p> <p>8. Ensure that there are sufficient projects and programmes 'in the pipeline' to ensure that the portfolio remains on course to deliver the council's strategic objectives.</p>
Outcomes/Outputs of Group	<ul style="list-style-type: none"> <li>• To make a significant contribution to the reduction of the Council's budget by £24.5 million while minimising and mitigating the impact on staff and communities</li> <li>• To review policies and services against the Council's new narrative which focusses on achieving outcomes for the most vulnerable, taking a commissioning approach wherever relevant</li> <li>• Ensuring opportunities to develop self reliant communities are maximised</li> <li>• Evidenced prevention and early intervention approaches are embedded into service delivery and the culture of the organisation</li> </ul>
Decision Making Powers	Recommendations to the Executive
External Bodies & Forums	N/A
Dependent groups and/or meetings	Individual project boards
Dependent documents	<p>Programme plan</p> <p>Project scoping templates</p> <p>PIDS</p>
Administrative Arrangements	Democratic Services