Appendix C – Governance Structure and governance groups - Terms of Reference

FTP Programme Delivery Board – Terms of Reference

Item	Description			
Responsibilities	1. Manages overall programme delivery 2. Manages overall delivery of benefits and savings identified in the business cases, taking corrective action where necessary 3. Manages programme risks and issues and takes corrective action where needed 4. Identifies and manages dependencies that impact the project 5. Manages risks, issues and decisions that have been escalation to the PDB 6. Manages overall programme budget and allocation of resources to support project delivery 7. Signs off delivery of benefits and savings as part of closure process			
Membership	• Chief Finance Officer (Chair) • Programme Manager • Operational Services Transformation Lead • Digital & Customer Services Lead	• Finance Lead • Other project leads as required		
Frequency & Format	Fortnightly during delivery planning – September- November (additional meetings will be driven by need). Face-to-face and Teams		Duration:	1 hr

FTP Target Operating Model Development Group – Terms of Reference

Item	Description		
Responsibilities	Agrees the Design Principles that drive Organisational changes Leads the overall design of the TOM including Management Structure Sets the direction and oversees development of Leadership and Org Development workstreams Manages Change Management including organisational implications of decisions made (HR / Technology etc) Sets the direction for the Service Reviews (expected outcomes, financial envelope) and considers business case for change Determines next steps (incl recommendations for approval by Members) Considers project resources required to deliver the changes		
Membership	• Chief Executive (Chair) • Chief Finance Officer • Programme Lead • TDC Transformation Lead	• PeopleToo SME • Programme Officer	
Frequency & Format	Weekly, Face-to-face and Teams	Duration:	1 hr

FTP Member Reference Group – Terms of Reference

Item	Description		
Responsibilities	• Sets the objectives of the Future Tandridge Programme • Leads on the overall design of the Target Operating Model • Oversees delivery of savings and benefits • Validates the direction and oversees development of Leadership and Organisation Development workstreams as set by the TOM Development Group • Takes an active interest in monitoring programme progress, and understanding risks and issues • Participates in risk mitigation discussions to reduce the potential impact of identified risks • Reviews issues as a group where applicable and agrees actions to work towards resolving or reducing their impact • Promotes debate and provides opinion and view from member perspective • Advocate group for the Future Tandridge Programme		
Membership	• Catherine Sayer - Leader of the Council (Chair) • Chris Langton (Chair of S&R) • Chris Farr (Deputy Leader of the council)	• Jeremy Pursehouse – Independent Group • Chris Botten – Leader of the Liberal Democrat party • Robin Bloore - Conservative	
Frequency & Format	Fortnightly (additional meetings will be driven by need). Face-to-face and Teams	Duration:	2 hrs