

National Bus Strategy (NBS) Programme Board

Terms of Reference (ToR)

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About this document

The ToR should set out the aim, objectives, membership and standards for Sponsoring Group, Programme Board, Project Board or working group. They should support the undertaking of efficient meetings with a clear remit.

The **Sponsoring Group (Executive Board)** represents those senior managers who are responsible for the investment decision; defining the direction of the business and ongoing alignment of the programme with the strategic direction of the organisation, The Senior Responsible Owner (SRO) is a member of the Sponsoring Group.

The **Programme Board** is established by the SRO following approval of a programme mandate. The purpose is to drive the programme and delivery the outcomes and benefits forward. The membership should include project executives, corporate functions and senior suppliers.

The **Project Board** is established by the Executive following approval of a project mandate. The board has authority and responsibility for the project and are accountable for the success of the project. The membership should include the Executive, Senior User(s) and Senior Supplier(s).

A **Working Group** is designed to bring together individuals possessing the relevant knowledge and skills who will act individually or collectively to undertake assigned tasks and activities in order to achieve the project's objectives.

If you have any queries or any feedback on this template please contact PMO@portsmouthcc.gov.uk

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[National Bus Strategy Executive Board]	[DD/MM/YY]

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TERMS OF REFERENCE (ToR) - NBS Programme Board

1. Purpose

The NBS Programme board has a mandate to have a strategic overview of all work streams within the National Bus Strategy Programme to ensure:

- collaboration
- information sharing
- transparency
- identification and delivery of efficiencies and
- benefit from spend are maximised

1.1.To be successful, the Board is required to adhere to a number of underpinning principles:

- Honest open and timely reporting
- Collaborative partnership working to enable delivery
- Solution based approach

2. Objectives

2.1.The objectives of the NBS Programme Board are set out below:

- a) provide strategic advice as to the delivery of work streams to ensure collaboration, synergies and a shared direction is maintained
- b) fulfil forward planning requirements
- c) monitor the risk and issues log for the Programme and agree mitigation, escalate if necessary
- d) be the conduit and provide programme assurance to the NBS Executive Board
- e) prioritise work and allocate funding as required
- f) determine stakeholder and engagement priorities
- g) escalate issues to the NBS Executive Board as agreed

3. Membership and Respective Roles

3.1.The core membership for the NBS Programme Board should include:

Name	Title	Role
Pam Turton	Assistant Director, Transport	Senior Responsible Owner (SRO) and Chair
Felicity Tidbury	Transport Planning Manager	Lead
Peter Shelley	Transport Development Manager	Customer proposition - main contact with bus operators
Danny Douglas	SEHRT Strategic Transport Manager	Submission and Improvement Plan lead

Dave Blythe	AQ/SEHRT Programme Manager	Assurance & Governance
Sonia Dent	Senior Accountant	Finance
Jonathan Lewis/Chris Chester	First	Bus operator input
Rob Vince	Stagecoach	Bus operator input
Lexa Wokersien	Marketing & Communications Manager	Communications
Scott Anderson	PMO Delivery Manager	Project Support/PMO/ Minute Taker

3.2.Representatives from other departments, for example, legal and procurement may be invited to attend the Board as required.

4. Frequency and duration of meetings

4.1.The Programme Board will meet bimonthly and at such other times as the Chairman shall require.

4.2.Meetings will last 1 hour.

5. Notice of meetings

5.1. Unless otherwise agreed, notice of each meeting confirming the date, time and venue, together with the agenda of items and supporting papers to be discussed, shall be forwarded to each member of the Programme Board and any other person required to attend 7 working days in advance of the meeting.

6. Minutes of meetings

6.1.The administrative support shall minute the proceedings and resolutions from the Programme Board including the names of those in attendance and tendered apologies.

6.2.Minutes/actions will be circulated to the Programme Board within 2 working days of the meeting.