

National Bus Strategy (NBS): Executive Board

Terms of Reference (ToR)

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About this document

The ToR should set out the aim, objectives, membership and standards for the NBS Executive Board, Programme Board and Stakeholder Group. They should support the undertaking of efficient meetings with a clear remit.

The **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 Board.

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.

A **Stakeholder 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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NBS Executive Board	[DD/MM/YY]

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TERMS OF REFERENCE (ToR) - NBS Executive Board

1. Purpose

The NBS Executive Board has a mandate to have a delivery overview of all the projects in the NBS Programme to ensure:

- successful delivery of the programme to time, cost and quality
- engagement with stakeholders
- collaboration across the programme
- information sharing
- transparency
- resolution of any issues escalated by the programme group

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 successful delivery across the Portsmouth city region

2. Objectives

2.1.The objectives of the NBS Executive Board are to:

- a) provide strategic advice as to the delivery of the programme to ensure collaboration, synergies and a shared direction is maintained
- b) be the conduit to reporting progress of the programme to DfT
- c) confirm priorities
- d) deal with any conflicts impacting the delivery of the programme

3. Membership and Respective Roles

3.1.The core membership for the SEHRT Sponsoring Group should include:

Name	Title	Role
Cllr. Lynne Stagg	Cllr of Traffic and Transportation	Chair
Pam Turton	Assistant Director, Transport	Senior Responsible Owner (SRO)
Felicity Tidbury	Transport Planning Manager	Lead
Peter Shelley	Transport Development Manager	Customer proposition - main contact with bus operators
Wayne Layton	Finance Manager	Finance
Dave Blythe	AQ/SEHRT Programme Manager	Assurance & Governance

Lexa Wokersien	Marketing & Communications Manager	Communications
Marc Reddy	First	Bus operator input
Edward Hodgson	Stagecoach	Bus operator input
Scott Anderson/Jess Dunford	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 Board will meet every two months after the Programme Board 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 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 SEHRT Sponsoring Group including the names of those in attendance and tendered apologies.

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