

ip&e Programme Board

Purpose	<p>The Programme Board will ensure that the Council undertakes all the activities necessary for the effective establishment of ip&e Group Ltd. as a functional organization capable of receiving and providing services commissioned by the Council, as agreed by Cabinet in June 2012.</p> <p>The Board will:</p> <ul style="list-style-type: none">• Ensure that the necessary contractual, regulatory, financial and commercial structures are developed (with appropriate advice) and put in place between the Council and ip&e Group Ltd to authorise the latter to operate in line with agreed Cabinet decisions.• Ensure that there are appropriate plans to deliver the necessary systems, processes, controls and resources to ensure that the new company can operate effectively but that the new arrangements also leave the Council with the infrastructure to operate effectively.• Ensure that risk is appropriately managed throughout the programme lifecycle and to provide regular and comprehensive progress updates and performance monitoring to ensure the programme delivers to schedule and cost.• Act as the primary gateway for referral to Cabinet of services transferring to ip&e Group, including ensuring that each service has in place a robust Business Case for transfer. <p>The Programme Board will manage and co-ordinate the direction and delivery of a portfolio of projects and will provide governance and support to the Programme Manager.</p>
In scope	
<ul style="list-style-type: none">• Agree detailed project plans• Scrutinise Business Cases for all services transferring to ip&e• Approve, in principal, Business Cases for transferring service, and refer to Cabinet; or refer back to Project leads for further work• Monitor performance of ip&e readiness preparations against the agreed Cabinet proposals <p>Progress</p> <ul style="list-style-type: none">• Review progress against high level Programme plan• Review progress against detailed Project plans• Review Programme performance• Accept project from initiation <p>Transferring Services</p> <ul style="list-style-type: none">• Initial acceptance of the business case following programme initiation• On-going validation of the business case ensuring the financials are still valid and the business rationale for the Programme and Projects are still valid	

Standard agenda items	<p>Monthly Report for Programme Board to include the following:</p> <ul style="list-style-type: none"> - Project Progress Update from all transferring services and all supporting work-streams: - Escalations from Project Boards <i>(if applicable)</i> - Programme Key Milestone Plan - Review Strategic Risk Standing
Frequency	Monthly
Chair	Programme Sponsor – Keith Barrow
Attendees	<p>Programme Sponsor – Keith Barrow Deputy Chair Sponsor – Tom McCabe Programme Manager – David Myers Supporting Work-stream Lead (Audit and Risk Management) – Ceri Pilawski Supporting Work-stream Lead (Finance, Commerce, Pensions) – Rachel Musson Supporting Work-stream Lead (Impact Management) – Andy Evans Supporting Work-stream Lead (Legal) – Claire Porter Supporting Work-stream Lead (Partnerships and Strategy) – Mike Hyatt Supporting Work-stream Lead (People) – Jackie Kelly Supporting Work-stream Lead (Programme Management) – Alex Gore Supporting Work-stream Lead (Stakeholder Management) – Nicki Beardmore Supporting Work-stream Lead (Transition Planning) – Wendy Marston Transitioning Service Lead (Legal) – Tim Collard Transitioning Service Lead (Print) – Wendy Marston Transitioning Service Lead (Shared Services) – Neil Langford Transitioning Service Lead (Shire Services) – Janet Croft</p>
Secretariat	Committee Services