

Reorganisation Board

Terms of Reference

1. Purpose

The Board is responsible for formulating, co-ordinating and managing the Council's engagement with Surrey Local Government reorganisation and devolution proposals.

2. Objectives

- Provide decision making framework for the Council's approach to local government reform and devolution programme ("the Programme")
- Agree the overall goals, objectives, priorities and projects for the Programme for the period January – March 2025 and make recommendations to Corporate Policy and Resources Committee
- Liaise with Surrey County Council and Surrey Borough and District Councils as required
- Monitor spend against initial Reorganisation Budget (initial budget £500,000)
- Ensure timelines are met
- Manage risks associated with the Programme and wider change opportunities
- Consider any new opportunities presented and seek sign off through Corporate Policy and Resources Committee
- Identify and prioritise resources to the workstreams associated with the Programme and re-align as necessary
- Support strategic workforce planning and put in place an effective communications and engagement strategy to keep staff and members informed and to improve change confidence
- Advise Corporate Policy Resources Committee and the Council of significant financial risks and issues arising from the Programme

3. Board Members

Members of the Reorganisation Board will include:

- Cross party representation (one cllr from each party including the Chair)
- Programme Manager
- Programme Sponsor
- Commissioning and Transformation Manager
- Communications Manager
- HR Manager
- Monitoring Officer

4. Review

The terms of reference and membership of the Reorganisation Board will be reviewed as required.

5. Meetings

The Board will meet once a week on a [Friday before / after Surrey chiefs and leaders weekly meeting].

Agenda and papers (if any) will be circulated as soon as possible in advance of the meeting. Minutes and actions will be circulated within [2] working days after the meeting.

A standing agenda will include:

- Minutes of the previous meeting
- Milestones and new actions
- Forward Plan for the Programme

6. Roles and responsibilities

Chair – to be elected by the Board councillors at the first meeting

- Ensure all agenda items are covered effectively and all views are actively considered
- Uphold Programme governance

Programme manager (Terry Collier and Lee O’Neil)

- Track progress and monitor the delivery plan for the Programme
- Develop and maintain risk register
- Manage risks and issues across the projects comprised within the Programme and escalate to the Board as necessary

Programme sponsor (Daniel Mouawad)

- Overall responsibility for achieving the objectives and the overall success of the Programme
- Step in to help resolve issues or concerns which have been escalated to the Board

- Encourage and facilitate collaboration and partnership working amongst the Board members by providing strategic direction and positive leadership

Board members

- Review papers, attend and contribute at meetings
- Promote the Programme and wider change agenda to internal / external stakeholders