

# **Spelthorne Reorganisation and Transformation Board**

## **Terms of Reference**

### **1. Purpose**

The Board is responsible for:

1. Formulating, co-ordinating and managing the Council's engagement with Surrey Local Government Reorganisation and devolution proposals; and
2. Formulating and managing the interdependent Transformation Programme across the Council to ensure delivery of Revenue Budget savings over the next [ 2 ] years and to identify additional savings opportunities that the Council can take advantage of.

### **2. Objectives**

- Provide recommendations to Corporate Policy and Resources Committee on Spelthorne's response to local government reform and devolution programme ("the LGR")
- Agree the overall objectives, priorities and projects for Spelthorne's response to LGR, and in particular for the period February – March 2025, April – May 2025 and make recommendations to Corporate Policy and Resources Committee and the Council as appropriate
- Liaise with Surrey County Council and Surrey Borough and District Councils as required
- Monitor spend against initial Reorganisation Budget (initial budget £500,000)
- Consider any new opportunities presented and seek sign off through Corporate Policy and Resources Committee and the Council as appropriate
- Identify and prioritise resources to the workstreams associated with the LGR 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; and
  - (i) Provide the framework for the Transformation Programme ("the Programme")
  - (ii) Agree the objectives, priorities and projects for the Programme for the period 2025-27 and make

recommendations to Corporate Policy and Resources Committee

- (iii) Monitor and manage the progress of the Programme and the savings delivered and ensure projects deliver against their outcomes, KPIs and budgets within the Programme
- (iv) Monitor and report on spend against the Reorganisation Budget
- (v) Ensure timelines are met and manage risks associated with the Programme
- (vi) Consider any new transformation opportunities presented and seek sign off through Corporate Policy and Resources Committee
- (vii) Identify and prioritise resources to the workstreams associated with the Programme and re-align as necessary
- (viii) 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
- (ix) Advise Corporate Policy Resources Committee and the Council of significant financial risks and issues arising from the Programme

### **3. Board Members**

Members of the Spelthorne Reorganisation and Transformation Board will include cross chamber representation.

Key officer support from all departments may be invited as required, to include statutory officers.

### **4. Review**

The terms of reference and membership of the Spelthorne Reorganisation and Transformation Board will be reviewed in May as appropriate to align with the LGR progress.

### **5. Meetings**

The Board will meet once a week to tie in with the weekly meetings of Surrey Leaders and Surrey Chief Executives.

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 LGR

## **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 LGR and Council governance

Spelthorne Programme Sponsor (Leader / Daniel Mouawad)

- Overall responsibility for achieving the objectives and the overall success of the LGR and 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

Spelthorne Programme Manager (Terry Collier and Lee O'Neil)

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

Board members

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