

Governance Arrangements

Strategic Steering Group (SSG)

1. The Strategic Steering Group (SSG) oversees the change programme and is made up of representatives from all directorates in the Council that have direct involvement in the programme.

Membership

- Chair and main project sponsor - Bill Hodson
- Children Services - Kevin Hall
- Housing Adult Social Services - Anne Bygrave
- City Strategy - Damon Copperthwaite
- Corporate Finance - Stephen Morton
- Northgate Kendric Ash - Martin Cymbal
- Northgate Kendric Ash - Simon Wing

Function

2. The SSG: -
 - Is accountable to Council Management Team and the Executive for the overall direction and management of the project;
 - Has responsibility and authority for the project within the remit set by Council Management Team and the Executive;
 - Ensures the objectives of the contract are aligned with Corporate and Service business plans and strategies;
 - Monitor the delivery of the Service Improvement, Financial Improvement and Organisational Improvement Plans.

Role

3. The role of the SSG is to:
 - Provide approvals and decisions affecting project progress and delivery throughout the lifetime of the project;
 - Act as the forum for the discussion of issues relevant to the delivery of the project;
 - Monitor Performance;
 - Provide a forum for discussion of the strategic direction and development of the Service;
 - Progress unresolved issues for appropriate resolution and direction;
 - Contribute to the development of the Partnership and its resources.

Frequency

4. The Strategic Steering Group meets quarterly.

Operational Project Board (OPB)

5. The Operational Project Board (OPB) actively manages the operational delivery of the change programme. The Board is made up of operational representatives from all directorates in the Council that will be most influenced by the programme.

Membership

- | | | |
|---------------------------------|---|----------------------|
| ○ Chair/Sponsor | - | Stephen Morton |
| ○ Children Services | - | Mark Ellis |
| ○ Housing Adult Social Services | - | Richard Douglas |
| ○ Human Resources | - | Claire Waind |
| ○ City Strategy | - | Ian Stokes |
| ○ Procurement | - | David Walker |
| ○ Northgate Kendric Ash | - | Simon Wing/Ed Harper |

Function

6. The OPB: -
- Is responsible to the SSG for the overall delivery and management of the project
 - Ensures that key operational issues are tabled and discussed
 - Is responsible for the delivery of the Service Improvement, Financial Improvement and Organisational Improvement Plans.

Role

7. The role of the OPB is to:
- Consider and discuss operational and financial reports from York Transport Provision (the integrated team comprising staff from LCCS and HASS)
 - Agree significant changes to transport provision
 - Agree the monthly project plan
 - Act as the enforcer for agreed actions within departments
 - Ensure departmental compliance to the agreed strategy as directed by SSG

Frequency

8. The Operational Project Board meets monthly.