

Appendix 1 – Proposed Local Plans Delivery Programme Governance Structure

SELCP Local Plan(s) Governance Structure

Terms of Reference	Decision Making Hierarchy	Membership	Resources
Political Oversight, steer and Decision-Making		Members (Committees, political balance) Leaders and Portfolio Holders (Exec & Cabinets)	Dem Services meeting organisation Agenda packs Officer reports and presentations Minuted decisions
<u>Programme Board</u> :Supervisory, strategic direction, drives the work, addresses escalated risks & issues, ensures orgenvt is supportive to SRO & team, change control, oversees application of org constraints, resource optimisation. (<i>Reference Major Projects BoardToR</i>)		Chief Exec, S151, Monitoring Officer, Director of Economy, Senior Responsible Officer (SRO) Group Planning Policy Manager (<i>Using existing Major Projects Board vehicle</i>)	Terms of Reference for each level, PID, change control, escalation reports, Corporate Risk Register, minutes and action log
<u>PMO</u> provides governance support, reporting & assurance across hierarchy		Programme Manager, programme assistant	Documentation repository, digital PMO tools, RACI matrix
<u>Local PlanMgt Gp</u> : Day to day delivery of the programme, identify risks & issues for escalation		SRO Group Planning Policy Manager. PMO Project Team managers	ToR, RAID log, stakeholder map, PID, progress reports, exception reports
Technical execution, delivering specific tasks & operations, reporting progress, risk management		Lead planning officers, officers from relevant disciplines	ToR, PID, Project plans, action logs, GIS, data sets, stakeholder lists, evidence base, consultation