

Northamptonshire Improvement and Efficiency Partnership

Programme Board Terms of Reference

Purpose

- To oversee the delivery of the range of NIEP projects.

Objectives

- Ensure individual projects are kept on track and build to a coherent programme.
- Ensure that the programme delivers improvements and efficiencies.
- Provide regular reports on progress to Chief Executives' Group (CEG) and Public Service Board (PSB).

Membership

- Membership will be flexible to enable the Board to draw upon resources as they see fit to fulfil their remit.
- The membership will be a mix of Chief Officers and elected representatives
- The membership will include all EM IEP Board elected representatives.
- A minimum membership being:
 - 3 elected Members.
 - 3 chief officers.
 - Head of the Partnership Support Unit.
 - Partnership Support Unit Programme Manager.
- Quorum – Chair plus four others with at least one chief officer or one Member comprising the group.

Substitutes

- A Board member may nominate a substitute to attend on their behalf.
- A substitute attendee will hold observer status only and will not be considered as part of the quorum.

Delegated Powers

- The Programme Board is empowered by the Public Service Board to make decisions about the programme of work, for example, stopping a project, moving resources, initiating new projects, within existing agreed funding, after discussion with the local chief executive officer where relevant.
- The Programme Board will refer decisions that require further funding to the Public Service Board

Governance

- Meetings will be held as the Board sees fit but no longer than two months apart.
- The meeting will be chaired by an EM IEP Board elected representative who is also a member of the Public Service Board.
- Records of decisions and actions will be kept and available via the intranet/internet in line with Northamptonshire County Council policies.