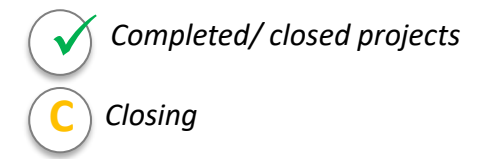


DTP Board Summary – *Repositioned & revised ToR proposal for the expanded (and combined) Digital Transformation Programme (DTP)*

Last Update: 01/06/22



Scope of the Programme Board ToRs



The scope of the **Digital Transformation Programme Board** can be broken down into two parts:

Part 1

To **oversee** and **support** the effective delivery of the Digital Transformation Programme projects, including those agreed at Cabinet 14/09/21 (*known as DTP1*) and a suite of additional projects added and seeking approval from Cabinet in July'22 (*known as DTP2*). When combined these, have a maximum approved funding envelope of just under **£19m** (see **July 2022 Cabinet paper for details**). The current projects in scope of this board are:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7
DTP1 original (approved Cabinet Sep 21):	•Win 10	•ID Mngmt / Powershell Scripts (prev. MIM/AD)	•SharePoint (S& G drive) migration	•Transformation Business Case shaping (FBC)	•Website Replatform	•Telephony	•Portfolio, Programme & Project Tooling
DTP2 (pending Cabinet approval July 22):	•Digital Strategic Partner*	•Networks	•End User Compute (EUC)	•3 rd party contracts	•CRM Channel shift	•E-discovery for SARs	•Cloud Migration

Note - Additional projects may be added into the remit of the Programme Board – this will be based upon clear funding sources, business need and presentation of a valid business case (Mandate/Outline Business Case/Full Business Case), and should demonstrate how the work supports the Digital Strategy ambitions 2022-27. This may also include providing governance to IT/Digital projects that could benefit from the governance structure, but won't necessarily be added into the DTP programme/ business case.

Part 2

To operate as an **escalation point** for the *Director of Policy, Strategy, and Digital* and *Chief Enterprise Architect* in relation to any issues arising across the organisation **regarding misalignment with the Digital Strategy 2022-27**.

In this scenario the Chair and Sponsor will advise on the resolution or route for further escalation as required. It is assumed the *Director of Policy, Strategy, and Digital* will invite any supporting attendees to the discussion as necessary.

*Digital Strategic Partner: This work has also received standalone Cabinet approval in April 2022.

Governance diagram (1/2) – Programme level and above

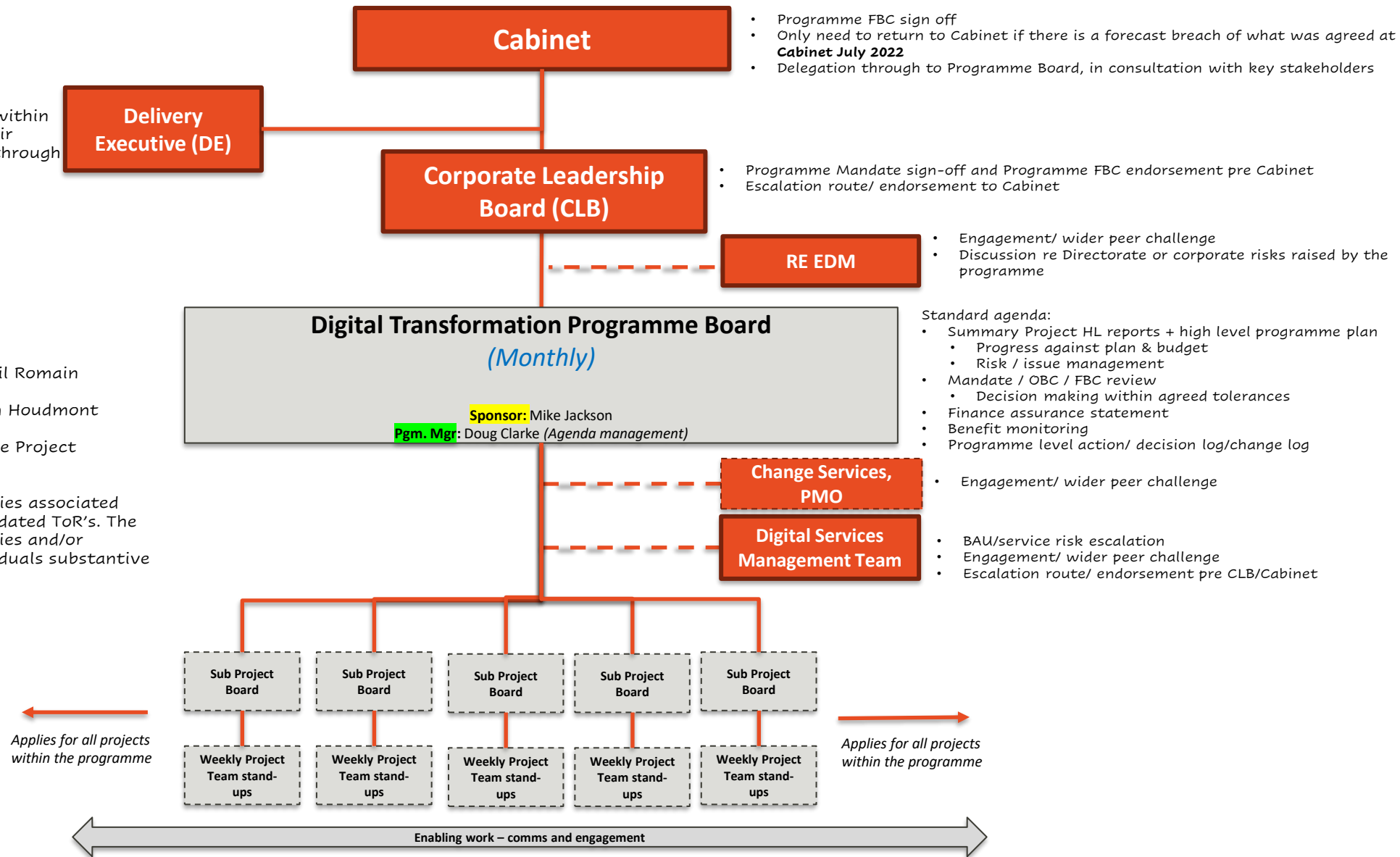
- Permanent council governance
- Temporary project governance

Financial savings approved within business cases will have their benefit realisation tracked through DE.

Programme Board Membership

- Portfolio Holder: Cllr Cheney (Chair)
 - Sponsor: Mike Jackson
 - Snr User: Stephen Peacock
 - Snr Supplier: Tim Borrett
 - *Project Executives: See below
 - Corporate Finance: Jemma Prince / Phil Romain
 - Assurance (1st line): Alison Mullis
 - Assurance (2nd line): Tara Dillon / Sian Houdmont
 - Programme Manager: Doug Clarke
- *PM's attend as required in support of the Project Executive.

NOTE - Accountabilities and responsibilities associated with each board role to be detailed in updated ToR's. The ToR's do **not** supersede any accountabilities and/or responsibilities associated with an individuals substantive roles.



- Accountable officer for programme delivery
- Responsible officer for programme delivery

Governance diagram (2/2) – Project level

■ Permanent council governance
■ Temporary project governance

■ Accountable officer for project delivery
■ Responsible officer for project delivery

Sub project Board(s) Standard Membership
 • Project Executive
 • Supplier 'Rep'
 • User 'rep'
 • Project Manager
 Other roles may be invited or included in Project Boards where applicable.

Key

- ✈ Live/ In flight
- ▶ Pending approval - expected to start Summer 22
- NS Pending approval – not anticipated to start until Winter 2022

