

QEd Governance and Membership - Period to October 2015

QEd 2020 PROGRAMME BOARD

Director of Education
Head of Service, Planning & Resources
Head of Service, Inclusion
Head of Service, Education Effectiveness
Performance, Planning & Resources Unit Manager
QEd 2020 Programme and Capital Strategy Manager
Corporate Building Services
Planning Services (As and when required)
Communications
Stakeholder & Communications Manager

Summary Terms of Reference

Responsible for ensuring that the programme goals and benefits are achieved, within the defined scope, cost and time parameters, and that risks and issues are properly managed.

YGG LÔN LAS PROJECT BOARD

Sponsor: Head of Education Planning and Resources
Programme Manager
Senior User: Head teacher YGG Lonlas
Senior Supplier: Corporate Building and Property Services
Project Manager

Summary Terms of Reference

Responsible for ensuring that the project goals and benefits are achieved, within the defined scope, cost and time parameters, and that risks and issues are properly managed.

QEd STRATEGIC DEVELOPMENT GROUP (QEd SDG)

Director for Education
Head of Service, Planning & Resources
Head of Service, Inclusion
Head of Service, Education Effectiveness
Performance, Planning & Resources Unit Manager
QEd 2020 Programme and Capital Strategy Manager
Head of Corporate Building Services
Head of Planning Services (As and when required)
Head of Communications
Head of News
Communications Officer
Stakeholder & Communications Manager
Corporate Building & Property Services, Strategic Estates
Cabinet Member for Learning Skills
Head of Finance
Directorate Lawyer
Chief Social Services Officer

Summary Terms of Reference

To provide input on wider educational strategies and initiatives so that the QEd 2020 Programme's Definition and Plan deliver the Vision:

"We want all children and young people to have convenient access to a broad and relevant curriculum that meets their needs through a network of high quality inclusive schools"

QED 2020 STEERING GROUP

Cabinet Member for Learning Skills
Chief Education Officer
Corporate Director (Regeneration and Housing)
Head of Service, Education Planning & Resources
QEd 2020 Programme & Capital Strategy Manager
Head of Corporate Building and Property Services
Corporate Strategic Manager, CPS
Head of Financial Services
HR Operations Manager
Head of Regeneration and Planning
Directorate Lawyer
Head of Communications
Team Leader – Passenger Transport, Environment
Stakeholder and Communications Manager, Education
Group Leader, Traffic Management
Major Projects Team Leader, Planning

Summary Terms of Reference

Responsible for guiding the direction of the programme to inform the investment decisions and to provide top level endorsement of the rationale and objectives for the programme.

Period from October 2015

QED 2020 PROGRAMME BOARD 2015 - Terms of Reference

1. To lead the strategic development of the QEd 2020 Programme, taking into account local, national and strategic drivers.
2. To monitor and review the QEd 2020 Programme, to ensure that programme and cost constraints are appropriately managed.
3. To ensure that Programme level Risks, Assumptions, Issues and Dependencies are appropriately managed and escalated.
4. To assess changes during the lifecycle of a Programme stage and make recommendations as appropriate in relation to for example school reorganisation and catchment area changes.
5. To consider wider educational strategies and initiatives so that the QEd 2020 Programme's Definition and Plan deliver the Vision:

"We want all children and young people to have convenient access to a broad and relevant curriculum that meets their needs through a network of high quality inclusive schools"

6. To provide cross-discipline input during Programme development and delivery, focussed on the implementation of wider education strategies, so that the Programme's outcomes and benefits are realised.
7. To define and agree specific work-packages that need to be delivered in support of achieving programme level outcomes and benefits.
8. To ensure that the Programme's portfolio of local projects and initiatives fits with strategy.

Frequency of Meetings

Monthly – Former QEd SDG slot.

Roles and Responsibilities

PROGRAMME SPONSOR – Chief Education Officer

SENIOR RESPONSIBLE OFFICER – Head of Education Planning and Resources

SENIOR USERS – Education Improvement Service and Head of Additional Learning Needs Unit or nominee

SENIOR SUPPLIER – CBPS

PROGRAMME MANAGER – Head of Capital Planning and Delivery Unit

OTHER STAKEHOLDERS AND ADVISORS or nominees

Head of School Support Unit

Head of Funding and Information Unit

Head of Stakeholder Engagement Unit

Strategic Manager – Community Sport & Leisure

Principal Accountant, Finance

QED 2020 DELIVERY GROUP 2015 - Terms of Reference

1. To evaluate QEd 2020 business cases, and determine scope and business case.
2. To monitor and review the QEd 2020 Projects, to ensure that project time and cost constraints are appropriately managed.
3. To ensure that Project Risks, Assumptions, Issues and Dependencies are appropriately managed and escalated.
4. To monitor outcomes and benefits realisation.
5. To define and agree specific work-packages/ product descriptions to be delivered in support of achieving outcomes and benefits.
6. To consider and make decisions relating to Exception Reports.
7. To assess and make decisions on Change Requests.

Frequency of Meetings:

Monthly - former QEd Board slot.

Roles and Responsibilities

SPONSOR – Head of Education Planning and Resources

SENIOR RESPONSIBLE OFFICER – Programme Manager / Head of Capital Planning and Delivery Unit

SENIOR USERS – Education Improvement Service / Learner Support Service and Project specific users as appropriate

SENIOR SUPPLIER – CBPS

PROJECT MANAGER(S)

OTHER STAKEHOLDERS AND ADVISORS or nominees

Head of Stakeholder Engagement Unit
Strategic Manager – Community Sport and Leisure
Principal Accountant, Finance