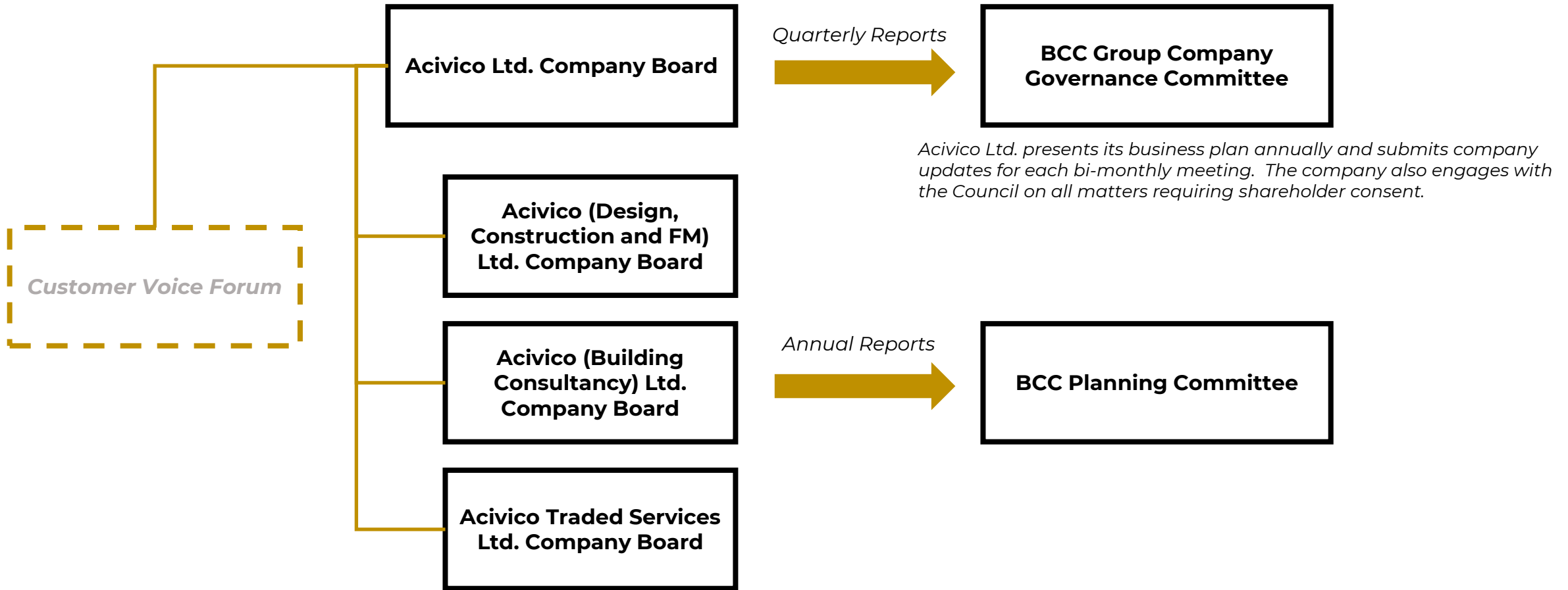


# Acivico Ltd. Board / BCC shareholder governance structure



# Acivico / BCC new contract operational governance structure



**BCC** Directors / ADs  
**Acivico** Group Leadership

**STRATEGIC PARTNERSHIP BOARD**  
(Quarterly)

*Strategic change*

**BCC** Assistant Directors /  
Heads of Service  
**Acivico** Directors / Assistant  
Directors

**PERFORMANCE MANAGEMENT  
AND MONITORING BOARD**  
(Bi-monthly)

*Overall contract  
delivery*

**BCC** Heads of Service /  
Building Managers  
**Acivico** Directors / Assistant  
Directors



*Spec.  
Delivery  
& KPIs*

**BCC** Building Managers /  
Responsible Persons  
**Acivico** Service leads

**OPERATIONAL SERVICE MEETINGS**  
(Weekly / Fortnightly / As required)

*Day to day  
operations*

# Terms of Reference Summary

	Strategic Partnership Board	Performance Management & Monitoring Board	Programme Delivery Boards
Purpose (why)	<p>The Strategic Partnership Board aims to provide a strategic overview of both organisations and identify opportunities for collaboration and social value integration. This forum will also manage sign off for new contract specifications (legals, scope of services, KPIs) and review contract terms .</p> <p>SPB will review effectiveness of governance structure.</p>	<p>The Performance Management &amp; Monitoring Board aims to monitor strategic and delivery KPIs and resolve contractual issues and escalations. This meeting will also capture any operational challenges and review any areas of improvement which will in turn be reported to SPB. The PMMB is created to provide an avenue for greater efficiency in the delivery of this contract and to identify trends which can be used to inform more efficient working practices.</p>	<p>The Programme Delivery Board aims to oversee timely delivery of programmes of work across different sectors (Housing, Education, Corporate). This forum will be used for programme monitoring and progress against time cost quality of outputs. Any programme risk review and management meetings will support the identification of any escalation and recommendations to PMMB via a highlight report.</p>
Function (what)	<p>The function of the Strategic Partnership Board is to discuss, review and align the overall strategic direction of the contract delivery between Acivico Group and Birmingham City Council. This forum will also be used to discuss any strategic risk and contract performance escalation and act as a conduit with other governance structures in both organisations.</p>	<p>The function of the Performance Management &amp; Monitoring Board is to manage the overall contract delivery and to ensure that contract performance is being delivered efficiently in adherence with contractual KPIs. This forum will also focus upon improvement plans which will be reported to the SPB.</p>	<p>The function of the Programme Delivery Boards is to act as a steering group for contract review and to ensure specific delivery and KPI's targets achieved. This forum will focus upon programme deliverables, highlight reports and programme risk registers.</p>
Governance / Reporting routes	<p>The SPB members will be decided by the Chairperson and Acivico Group MD. It is intended that this group includes Birmingham City Council Directors from the appropriate directorates aligned to the contract. The Chair will in turn report to this group on progress with specified outputs.</p>	<p>The PMMB members will be decided by the Chairperson and Acivico Group MD. It is intended that this group includes Birmingham City Council Assistant Directors from the appropriate directorates aligned to the contract. The Programme Delivery Board Chairs will in turn report to this group on progress with specified outputs.</p>	<p>The PDB members will be decided by the Chairperson. It is intended that this group includes Birmingham City Council Heads of Service from the appropriate directorates aligned to the contract.</p>
Frequency	Quarterly	Bi-monthly	Monthly
Chairperson	BCC Director	BCC Director	BCC Director
Members / Attendees	BCC Directors / ADs Acivico Group Leadership	BCC Assistant Directors Heads of Service Acivico Directors Assistant Directors	BCC Heads of Service Building Managers Acivico Directors Assistant Directors
Actions / Outputs	As recommended by the Chair and as agreed with the members in attendance.	As recommended by the Chair and as agreed with the members in attendance.	As recommended by the Chair and as agreed with the members in attendance.
Review	On an annual basis	On an annual basis	On an annual basis

