Appendix 3

PHASE 2 (DESIGN) PROGRAMME STRUCTURE/GOVERNANCE PLAN

1. The existing Birmingham (BCC) Quartet and Children's Trust Steering Group (SG) arrangements will continue.

2. The SG will provide the strategic direction and drive and act as a point of escalation for the whole programme. The main attendees of the SG are expected to include:
   - The BCC Chief Executive (Programme Sponsor)
   - Lead Cabinet Member
   - Children's Commissioner
   - DfE representative(s)
   - Partner representative(s)
   - The Trust chair and other Trust representative(s) [as they are appointed]
   - Strategic Director for People and the Executive Director for Children's Services
   - Programme Director/Manager
   - Some key workstream leads [as and when required]

3. BCC oversight will continue to be provided via the existing BCC meetings/reviews/reports for the Council, Cabinet and Scrutiny and other Members and officers as required (as outlined in the main paper).

4. The day to day running of the programme will be via a Programme Board under the direction of the Programme Director and Programme Manager. The Programme Board will report into the Steering Group. Delivery will be via a number of workstreams, currently expected to include:
   - Communications and Engagement (including formal consultation)
   - Legal
   - Finance
   - People (HR)
   - Facilities (covering areas such as property, assets, support services and ICT/Data)

5. Overall governance will be via the Programme structure outlined above and a Design Authority. The purpose of the Design Authority is to oversee the next Phase of design (based on an agreed scope and delivery model), ensure a smooth transition from the current Service Improvement programme to a model where the service is led by the Trust (after transition from BCC) and bring coherence to these complementary elements. Additional opportunities will be scheduled for developing strong relationships between the Council and the Trust (e.g. involving the Cabinet Member, BCC Chief Executive and the Trust chair).

6. The next phase of the Programme, subject to approval of the main Cabinet report, will be to:
   - Establish this programme structure/governance
   - Define the workstreams and establish workstream leads
   - Enter into, and deliver, the scope and design phase
   - Prepare for a further recommendation to Cabinet seeking approval to create the Trust (January 2017).