



**ARMED FORCES
COVENANT
PROGRAMME**



Dorset Armed Forces Covenant

**Strengthening Local Government
Delivery of the Covenant**

Programme Management Board

Terms of Reference

Dorset Armed Forces Covenant Programme Management Board

Purpose/Role

- ▶ The programme Board will:
 - ▷ act as the strategic lead for the programme;
 - ▷ will have overall responsibility for the monitoring and management of overall programme outcomes and milestones;
 - ▷ monitor and oversee all financial aspects of the programme.

- ▶ The Board will lead and assist the Programme Coordinator with:
 - ▷ engaging organisations and businesses within Dorset to help further the aims and objectives of the programme;
 - ▷ development of interventions that better support the Armed forces community within Dorset;
 - ▷ sharing learning and outcomes with local, regional and national agencies (including government);
 - ▷ securing the sustainability of the Programme Coordinator and the programme beyond the term of the programme by helping to identify alternative funding streams and sources;
 - ▷ providing administrative and other support as required.

Term

- ▶ Initially for the term of the programme (2 years)

Membership

- ▶ To ensure the Board's effectiveness, membership will be limited to representatives from:
 - ▷ first and second-tier local authorities in the pan-Dorset area (Officers and elected Members),
 - ▷ The Office of the Police and Crime Commissioner;
 - ▷ the health sector;
 - ▷ National Probation Service;
 - ▷ military organisations;
 - ▷ relevant voluntary and community sector organisations.*

**Only voluntary and community sector organisations that have been vetted and are able to show they meet the programmes governance requirements can be members of the Board.*
- ▶ The Programme Coordinator is an officer of the Board and will attend all Board meetings but is not a member of the Board and does not have voting rights.
- ▶ To support the Programme Coordinator on a day to day basis a Programme Management Group comprising the Chair and at least 3 other board members will be formed.
- ▶ The Board may co-opt temporary members to the Board where specialist advice and expertise is required.
- ▶ The Board may also form both long term and temporary specialist working groups to oversee and advise on key aspects of the programme

Responsibilities/Accountability

- ▶ The Board will make all strategic decisions regarding the programme and where agreed by the Board, the Programme Management Group or Programme Coordinator will have delegated authority.

- ▶ The Board will seek to work with and through voluntary and community sector organisations to develop multi-agency, holistic and inclusive interventions and other support to the Armed Forces Community.
- ▶ The Board will also engage with the business community where appropriate.
- ▶ Individual Board members will be assigned specific roles and responsibilities in line with their specific expertise and knowledge
- ▶ The Board will be responsible for all programme financial and budgetary monitoring. The Programme Coordinator will provide the Board with financial updates in line with the monitoring requirements of the Bid
- ▶ The Board will be the main point of consultation on all financial related issues and will make all decisions on expenditure above £10k. The Board will give delegated authority to the Programme Management Group for all expenditure below this level.
- ▶ The Board has responsibility for the monitoring and management of overall programme objectives as laid down by the Bid including the meeting of targets (*day to day management will be by Programme Coordinator and the Programme Management Group*).

Meetings

- ▶ At least 80% of permanent Board members must be available for a meeting to be held
- ▶ Meetings will be held quarterly in advance of all required monitoring report dates
- ▶ A Chair will be elected by the Board for a one year term and may be re-elected for a subsequent term
- ▶ There will be a set agenda to ensure all required topics are discussed. However, the Programme Co-ordinator and Board members are able to add agenda items as required in consultation with the Chair. Additional agenda items must be received at least 2 weeks in advance of the meeting unless there are exceptional and urgent circumstances.
- ▶ All decisions by consensus on a one person one vote basis
- ▶ If Board members are unable to attend a meeting they are asked to nominate a suitable substitute who is able to make decisions on their behalf.
- ▶ Urgent decisions can be made outside of Board meetings following consultation with the Chair. These will be made using email so a record of the decision can be recorded
- ▶ Programme Coordinator will arrange meetings, prepare agendas, minutes and papers. (*Board members may be asked to provide assistance with admin through their own organisations where possible*) All agenda, minutes and associated papers will be provided to Board members one week in advance of the Board meeting

Sharing of information and resources

- ▶ While individual members of the Board represent their organisations it is recognised that they may not be able to make immediate decisions on behalf of their organisations. As such recommendations made by the Board may be subject to the formal decision making processes of each organisation.
- ▶ All information that is shared by and with the Board and its members is subject to information governance regulations and relevant legislation.
- ▶ confidential and sensitive materials and information should not be shared at Board meetings.

Working methods and ways of working

- ▶ The Board will decide on need for specialist sub groups and their formation and duration