Terms of Reference
Digital Development Programme Board

Purpose

The purpose of the Digital Development Programme Board is to provide strategic leadership in delivering the SSSC Digital Strategy within the following remits:

- to be responsible for ensuring the timely delivery of the programme of digital projects, coordination and realisation of associated benefits, and mitigating and monitoring risks

- ensure that there is sufficient evidence collected to allow the Digital Development Sponsor Group and Scottish Government Sponsor to perform its scrutiny function in the implementation of the Digital Strategy and associated activity and will provide further reports to the Council as required

- provide regular assessment of the potential opportunities presented by digital technology, out with those presented in the Digital Strategy

- review the digital operational and strategic risks on a quarterly basis

- manage high-level interdependencies and risks associated with all transformation programmes and the wider portfolio of change

- strategically identify, prioritise and allocate resources to digital programmes and projects, re-aligning where necessary

- identify and develop funding and resource plans designed to assist in the delivery of programmes

- the Board will ensure that business is conducted in a way which reflects good practice in relation to Best Value principles:

  - Vision and leadership
  - Effective partnerships
  - Governance and accountability
  - Use of resources
  - Performance management
  - Sustainability
  - Equalities

Membership

The Programme Board will consist of:

Director of Strategy and Performance
Head of Digital Services

Head of Development and Innovation
Head of Legal and Corporate Governance
Head of Hearings
Head of Registration
Head of Performance and Improvement
Head of Fitness to Practise
Head of Strategic Communications
Head of Finance
Or an appointed deputy in the absence of any of the above members.

The Programme Board will be chaired by the Director of Strategy and Performance or the Head of Digital Services in the Director of Strategy and Performance's absence.
The Programme Board may have advisers in attendance at meetings (for the whole meeting or for specific agenda items) as appropriate and as required.

Quorum

The quorum of the Programme Board is three members.

Meetings

The Programme Board will meet at least once every 3 months and more often if this is required.

Agenda and papers will be circulated at least seven working days in advance of the meeting. Late papers or agenda items will only be considered at the next meeting in exceptional circumstances and at the complete discretion of the Director of Strategy and Performance or, in their absence, the Head of Digital Services. Minutes and actions will be circulated within five working days after the meeting.

It is expected that decisions will be reached by consensus at Programme Board Meetings. As Senior Responsible Officer, the Director of Strategy and Performance is the ultimate decision-maker. The Director of Strategy and Performance will also decide what decisions need to go the Digital Development Sponsor Group.

In urgent or emergency situations a decision may be agreed via email circulation if two members note their agreement and no member notes disagreement.

Reports on progress will be submitted to Council on a quarterly basis.

Review

The Programme Board terms of reference will be reviewed at least annually.