

Appendix 3: Public Realm Services Contract Governance Framework

Authority	Meeting Frequency	Membership	Purpose						
Strategic Partnering Board	Quarterly	Chaired by the Cabinet Member with membership: For the council, Director ECC, Assistant Director PBC and Head of Highways & Community Services. For BBLP, National Operations Director, Corporate Services Director and Contract Manager. BBLP's Managing Director has also attended.	Receive reports from the operations board. Provide strategic overview & direction.						
Operations Board	Monthly	For the Council: Head of Highways & Community Services, Contract Manager, Outcomes Manager. For BBLP Contract Manager, Operations Manager, Business and Commercial Manager. Various BBLP and council officers also attend as required.	Review management & performance reports on operational delivery of the contract. Monitor expenditure. Manage change within the contract.						
<p>Non- contractual management groups reporting to the operations board - meeting monthly or bi-weekly</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Strategic planning group • Annual plan cluster group • Finance cluster group • Commercial cluster group • Communications cluster group </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> To develop the forward programme & annual plan To manage operational activity and continuous improvement To manage budget and finance risks. To manage commercial contract risks and change controls To manage communications </td> <td style="width: 33%;"></td> </tr> </table> <p>Task & finish groups formed to find solutions to specific issues, reporting to a cluster group – meeting as required to resolve task.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Highways specification review • Flooding • Public events • Street cleansing & waste • Prow & highway enforcement </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Network management • LED street lighting • Fleet management • Commuted sums </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Highway safety schemes • Performance reporting • LTP commissioning • Funding streams </td> </tr> </table>				<ul style="list-style-type: none"> • Strategic planning group • Annual plan cluster group • Finance cluster group • Commercial cluster group • Communications cluster group 	<ul style="list-style-type: none"> To develop the forward programme & annual plan To manage operational activity and continuous improvement To manage budget and finance risks. To manage commercial contract risks and change controls To manage communications 		<ul style="list-style-type: none"> • Highways specification review • Flooding • Public events • Street cleansing & waste • Prow & highway enforcement 	<ul style="list-style-type: none"> • Network management • LED street lighting • Fleet management • Commuted sums 	<ul style="list-style-type: none"> • Highway safety schemes • Performance reporting • LTP commissioning • Funding streams
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