



Senior Responsible Owner Training Policy (Surrey and Sussex) (1231/2026)

Abstract

This policy and procedure cover the process for ensuring new Senior Responsible Owners (SROs) for change projects and programme receive sufficient training and guidance and continue to retain appropriate skills and knowledge.

Policy

1. Introduction

1.1 All Surrey Police and Sussex Police (hereafter referred to as the Forces) Change projects and programmes require a single accountable individual to act as Senior Responsible Owner (SRO), also referred to as Senior Responsible Officer. The SRO is ultimately accountable for a programme or project meeting its objectives throughout the entire lifecycle, delivering the projected outcomes, and realising the required benefits. They are the owner of the business case and accountable for all aspects of governance, including making the decision to stop the project / programme if the business case no longer stands.

1.2 The purpose of this document is to describe the process and procedure for ensuring that senior police officers and police staff who take on the role of SRO for a change project or programme receive appropriate training and guidance to undertake that role and continue to retain and develop those skills as necessary.

2. Scope

2.1 Officers of rank from Superintendent through to Assistant Chief Constable (ACC), and police staff equivalents (Assistant Chief Officer (ACO), Band 1 and M3 / M4), typically take on the role of SRO, therefore this policy applies to all officers and staff of those rank / grades, from when they are first asked to take on the SRO role.

2.2 It is mandatory that all new SROs should attend a training session with the Head of Programme Management and Assurance once appointed to the role.

3. Policy Statement

3.1 Change Delivery supports the Forces to put in place value-for-money transformational change that enhances frontline policing and each organisation. The Change Delivery Team provide training across the Forces ensuring accountability and consistency across projects and programmes.

Procedure

1. Training sessions

1.1 The Head of Programme Management and Assurance will run open SRO training sessions every six months (advertised via the GEM), and/or run sessions with the Superintendents Associations for each Force.

1.2 Individual training sessions may also be requested, for example when the new SRO will be taking on the role well in advance of the next available training session.

1.3 An SRO training pack has been produced by the Head of Programme Management and Assurance, within Change Delivery. This training pack is regularly reviewed and updated to ensure it remains current. This can be accessed here: [Senior Responsible Officer \(SRO\) Guidance](#).

1.4 Existing SROs should attend a training session bi-annually and should ensure that they self-review the training pack whenever required, and at least once a year (in between the formal training sessions).

1.5 If a new SRO has minimal experience of change activity, then an individual session may also be more appropriate, as it would enable wider discussion on project / programme terminology, best practice and on navigating change governance structures.

1.6 Ad hoc queries and requests for support and advice can be made to the Head of Programme Management and Assurance at any time.

2. Ensuring training remains current

2.1 The Head of Programme Management and Assurance will review the training pack at least every six-months, to ensure it reflects the latest best practice, governance arrangement and terminology, as well as to incorporate feedback from SROs regarding additional information that would be beneficial.

2.2 The updated pack will then be available via the Change Delivery Team site, where there will be a suite of other products and support available.

3. Additional Guidance

3.1

Change Delivery Organisational Chart

Change Delivery - Home

Team: Change Delivery