

Origin

The scrutiny of the Council's Transformation Programme was proposed by the PICK form considered by the Overview and Scrutiny Committee at their meeting held on 28 February 2017. The O&S Committee agreed that the Resources Select Committee should be tasked with this scrutiny.

The Resources Select Committee met on 10 April 2017 to establish the baseline for the scrutiny of the Council's Transformation Programme.

That meeting agreed that they would like to scrutinise the Programme Management Board and the High Risks Projects that had been identified. They noted that the medium level ones went to the various Select Committees anyway.

They noted that there were two options, either to form a sub group, from a smaller pool of talent to choose from, that would have no formal structure making it more difficult to scrutinise the topic on hand; or to form a Task and Finish Panel. By the general feeling of the meeting it was agreed that it would be better to go to the next Overview and Scrutiny Committee and ask for a Task and Finish Panel to be set up, agreeing that a Task and Finish Panel would be more appropriate.

The Overview and Scrutiny Committee, at their 18 April 2017 meeting agreed to the establishing of an appropriate Task and Finish Panel.

Draft Terms of Reference:

- (1) Fully evaluate and establish:
 - a) A clear statement as to the objectives of the programme;
 - b) A clear understanding as to the scope of the programme;
 - c) A clear understanding as to the budget and financial implications of the programme;
 - d) To document proposals for the ongoing scrutiny required to ensure that the programme continues to be:
 - 1) Meeting the programme objectives;
 - 2) Focused on the identified scope;
 - 3) On schedule; and
 - 4) Within budget

- (2) The Panel should also look at the high risk projects that required Council wide co-ordination and were overseen by the Transformation Programme Board; and should also be mindful of having a clear end date to complete their work on.

- (3) To consider any other matters that are deemed appropriate.

TRANSFORMATION PROGRAMME TASK AND FINISH PANEL: TERMS OF REFERENCE

Aims and Objectives

- (a) To report findings to the Resources Select Committee and the Overview and Scrutiny Committee to submit a final report for consideration by the Committee by end of September 2017;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council's procedures; and
- (d) To consult political groups and independent Councillors during the review process.

TIMESCALE	ESTIMATED	ACTUAL
Commencement:	First meeting to be held on 22 June 2017	
<u>Finish</u>	Final meeting to be held on ...	