

***Transformation Task and Finish Panel  
Thursday, 29th June, 2017***

You are invited to attend the next meeting of **Transformation Task and Finish Panel**, which will be held at:

**Committee Room 2, Civic Offices, High Street, Epping  
on Thursday, 29th June, 2017  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

A Hendry, Governance Directorate  
Tel: 01992 564246 Email:  
democraticservices@eppingforestdc.gov.uk

**Members:**

Councillors A Patel (Chairman), S Kane (Vice-Chairman), N Avey, R Baldwin, R Bassett, N Bedford, R Brookes, K Chana, D Dorrell, S Heap, L Hughes, M Sartin, B Surtees and H Whitbread

**SUBSTITUTE NOMINATION DEADLINE: 6:30pm**

- 1. APOLOGIES**
- 2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**
- 3. DECLARATIONS OF INTEREST**

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a

matter.

#### 4. TERMS OF REFERENCE (Pages 5 - 10)

The agreed Terms of Reference agreed by the Overview and Scrutiny Committee on 6th June 2017 are attached along with the original PICK form.

#### 5. TRANSFORMATION PROGRAMME

(Chief Executive) To receive a report (*Report to Follow*) on the Transformation Programme outlining its background, scope and the intentions for the Programme.

For benefit of all Members of the T&F Panel, the report should answer the following questions on the Transformation Programme:-

- a) What is the Transformation Programme?
- b) What are the aims and objectives of the Programme?
- c) What is the scope and duration of the Programme?
- d) What are the issues that the Programme is designed to address?
- e) How is the budget for the Transformation Programme currently allocated?
- f) What are the costs associated to the management of the Programme?
- g) Who determines what projects are to be taken forward?
- h) How is this decision made currently?
- i) What is the process of risk management for each project?
- j) How are the financial and non-financial benefits of potential projects calculated?
- k) How are the achievements of specific outcomes of each project currently evaluated?
- l) What are the specific projects that have been determined by the Programme so far?
- m) Which Directorates do these fall under?
- n) What factors determine under which Directorate project will sit?
- o) How and when are projects allocated to the different Directorates?
- p) How and when are the financial arrangements for each project passed over to the different Directorates?
- q) Have all projects identified through the programme been allocated to a Directorate?
- r) If not where do they currently sit?

After receiving this information, the Panel will then have to consider:-

- 1) How to best scrutinize the management of the Transformation programme
- 2) How to best monitor and assess performance of the management of Transformation programme
- 3) How to identify projects and sub-programmes not within the remit of specific Select committees
- 4) How to measure and assess performance of identified projects and sub-programmes not within the remit of specific Select committees
- 5) Suitable forum for future scrutiny of Transformation programme

**6. DATE OF NEXT MEETING**

To consider a date for the next meeting.