

***Transformation Task and Finish Panel  
Tuesday, 1st August, 2017***

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Tuesday, 1st August, 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. MINUTES FROM LAST MEETING (Pages 3 - 10)**

To agree the notes of the meeting of the Task and Finish Panel held on 29 June 2017.

**5. PROJECT LIFE CYCLE - PRINTER MIGRATION (Pages 11 - 38)**

(Head of Transformation) To look at one Transformational project from start to finish. See the attached documents.

**6. RISK MANAGEMENT STRATEGY (Pages 39 - 52)**

(Head of Transformation) to consider the process of Risk Management in more detail.

**7. POTENTIAL RISK MANAGEMENT ASSESSMENT (Pages 53 - 62)**

(Head of Transformation) to consider an example of the two stage process on potential risk management assessment.

**8. DEMONSTRATION OF COVALENT**

(Head of Transformation) to receive a demonstration of the Covalent system.

**9. OVERVIEW OF HIGH LEVEL PROJECTS**

(Head of Transformation) Report to follow.

**10. DATE OF NEXT MEETING**

The following dates have been identified as being available for the next meeting of this Panel:

- Tuesday, 29 August;
- Wednesday, 30<sup>th</sup> August;
- Thursday, 31 August;
- Thursday, 7<sup>th</sup> September;
- Monday, 11<sup>th</sup> September; and
- Thursday, 14<sup>th</sup> September.

Members are asked to consider which would be the most suitable date for the next meeting.