

On 10 April 2017, the Resources Select Committee Resolved that:

“That the Resources Select Committee recommend to the Overview and Scrutiny Committee that a Task and Finish Panel be established to specifically define the objectives, scope and budget of the Transformation Programme.”

It was also agreed that:

“The task and Finish Panel once set up should 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

The Panel should also look at the high risk projects that required Council wide co-ordination and were overseen by the Transformation Programme Board.

The Task and Finish Panel should also be mindful of having a clear end date to complete their work on.”

The Objectives of the Task and Finish Panel therefore are:

1. Gain a full understanding of the purpose and aims of the Transformation programme.
2. Gain a full understanding of the costs associated with the management of the Transformation Programme.
3. Make recommendations to O&S on:
 - (i) How to best scrutinise the management of the Transformation Programme;
 - (ii) How to best monitor and assess performance of the management of Transformation Programme;
 - (iii) How best to identify projects and sub-programmes not within the remit of specific Select Committees;
 - (iv) How to measure and assess performance of identified projects and sub-programmes not within the remit of specific Select Committees;
 - (v) Suitable forum for future scrutiny of the Transformation Programme.

The Terms of Reference therefore should be:

1. The support of the delivery of the Council's Transformation Programme;
2. The overall aims of the Programme;
3. The scope and duration of the programme;
4. The issues that the programme is design to address and the specific projects to be included in the programme;
5. The likely costs of the programme and financial benefits expected;
6. Any risks arising from the programme and how they were to be addressed;
7. To hold the Cabinet to account for the quality and impact of projects and initiatives within the Transformation Programme and the achievement of specific outcomes; and
8. To ensure that the Transformation Programme delivered value for money for the Council.

It was expected that there would be no more than 3 meetings of the Task and Finish Panel:

1. To receive presentation on the programme and then fully scope the objectives of the Panel;
2. To fully debate recommendations to be made to O&S;
3. To conclude debate and document recommendations to O&S.