

Report to: **Hub Committee**

Date: **18 July 2017**

Title: **RECOMMENDATIONS TO HUB
COMMITTEE FOLLOWING THE T18
REPORT**

Portfolio Area: **Strategy & Commissioning**

Wards Affected: **All**

Relevant Scrutiny Committee:

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **26 July 2017 (following expiry of call in by Overview and Scrutiny Committee)**

Author: **Cllr Caroline Mott
(on behalf of T18
Review Task &
Finish Group)**

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RECOMMENDATION

That the Hub Committee RESOLVES that for any significant project requiring a Joint Steering Group, a written management plan (including timescales, finances, objectives and outcomes) is required. This would be accompanied with:

- supporting policies in place**
- regular member reporting via briefing papers and workshops**
- defined contracts with outside bodies**
- an analysis of the timing of program against risk factors**

1. Executive summary

- 1.1 The Hub Committee considered a report setting out findings of the T18 Task and Finish Group at its meeting on 16 May 2017. The recommendations within the report had been unanimously supported by Overview and Scrutiny (Internal) Committee at its meeting on 18th April, 2017.
- 1.2 The Hub Committee asked that the conclusions be considered by a Working Group and presented back to the Hub Committee. Those conclusions are set out within this report.

2. Background

- 2.1 Following the Hub Committee meeting of 16th May 2017 a group of Members from the Task and Finish Group and the Hub Committee were asked 'to consider the conclusions and report back at a later date'. The Committee nominated the Lead Members for Customer First and Performance and Resources respectively. The recommendation is set out below (Minute HC75 refers):

“a Working Group of Members to comprise of the Task and Finish Review Group and Cllrs Edmonds and Moody from the Hub Committee consider the conclusions presented and report back in due course”

3. Outcomes/outputs

- 3.1 The Group met on Tuesday 4 July, 2017 and at this meeting it was agreed to recommend that any future significant project should have a written management plan and supporting documents in place to enable any member or officer to get an overview of the project, expectations of any outcomes and the rationale behind decisions.

4. Options available and consideration of risk

- 4.1 The Group is of the view that the recommendations contained within this report coupled with the findings of the Task and Finish Group will minimise the corporate risks associated with undertaking significant projects.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Council Constitution permits the Council to appoint Task & Finish Groups to undertake service reviews in accordance with their approved and clearly defined Terms of reference.
Financial		There are no direct financial implications of the report. The finance workstream of the T18 Transformation Programme is summarised in Appendix 1.
Risk		The Group considered that a number of associated project management risks will be mitigated by its findings and recommendations being adopted.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality and diversity implications directly related to this report.
Safeguarding		There are no Safeguarding implications directly related to this report.
Community Safety, Crime and Disorder		There are no Community Safety and Crime and Disorder implications directly related to this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications directly related to this report.
Other implications		

Supporting Information

Appendices:

Appendix 1: T18 Review – Report by the Chairman of the Group, Cllr Caroline Mott

Background Papers:

- Reports and minutes from Special Council's on 4 November 2013, 25 March 2014, 24 June 2014 and 31 March 2015;
- Reports and minutes from Council 22 July 2014, 7 October 2014 and 9 December 2014;
- Reports and minutes from Hub Committee on 12th July 2016 & 16th May 2017; and
- T18 Steering Group notes.