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Stephen McGrath – Member Services Manager
General Enquiries: Telephone No. 01362 656870
Member Services Fax No. 01362 690821
DX 45058 Dereham

To The Chairman and Members of the Business
Improvement Sub-Committee

Your Ref:
Our Ref: HM/L.3
Contact: Helen McAleer
Direct Dial: 01362 656381
E-mail: helen.mcaleer@breckland.gov.uk
Date 25 February 2011

AGENDA SUPPLEMENT

Dear Sir/Madam

BUSINESS IMPROVEMENT SUB-COMMITTEE - TUESDAY 1 MARCH 2011

I refer to the agenda for the above-mentioned meeting and enclose an additional item:

Item No	Report Title	Page Nos
12.	Options and Recommendation for Amalgamation of BISC and CPWG Report of the Senior Business Improvement Officer.	40 - 43

Yours faithfully

Helen McAleer

Senior Committee Officer

BRECKLAND COUNCIL**Report of the Executive Member for Corporate Development and Performance – to the Business Improvement Sub-Committee: 1 March 2011****Options and Recommendation for Amalgamation of BISC and CPWG****1. Purpose of Report**

This report has been written as a result of a request from the Executive Member of Corporate Development & Performance, to look at the possibility of combining Business Improvement Sub-Committee & Capital Programme Working Group. This report therefore provides an overview of the Business Improvement Sub Committee and the Capital Programme Working Group identifying similarities and weakness in both groups/committees. The report presents a conclusion and option for amalgamation of the group and sub-committee.

2. Recommendations

It is recommended that the Committee:

- 2.1 Review the report and attached appendices and
- 2.2 Recommend to Council the formations of a new subcommittee combining and replacing Capital Programme Working Group (CPWG) and Business Improvement Sub-Committee (BISC)
- 2.3 Recommend to Council approval of the Terms of Reference as set out in Appendix 1.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information, Issues and Options**3.1 Background**

3.1.1 The Council operates two groups which manages and approves capital projects:

- The Business Improvement Sub-Committee (BISC)
- Capital Programme Working Group (CPWG)

A review has been carried out by officers to provide an overview of the key activities and responsibilities that form BISC and CPWG with comparisons against the two groups and those activities that define them.

This review recognised that these two groups could be combined to form one sub-committee managing the Council's Capital Programme with a formal governance procedure that allows the committee to formally challenge, monitor and measure projects against the expected benefits allowing the committee to work on an agreed programme of work rather than reacting to individual projects.

3.2 Issues

3.2.1 Details of the issues and opportunities identified by the review will be discussed at BISC. If Members are minded to combine the two groups a review of the reporting templates will be required to provide a constant reporting framework adopting best practice from both groups.

3.3 Options

- 3.3.1 Do Nothing
Retain the two groups, operating independently as Capital Programme Working Group for all Council approved capital projects and Business Improvement Sub-Committee for unallocated capital ICT projects.
- 3.3.2 Combine CPWG and BISC and form a new Sub-Committee
Combine Member/Officer group for management of all capital programmes with defined links to performance, project, risk and financial management with stronger governance controls.
- 3.4 Reasons for Recommendation(s)
 - 3.4.1 Combined meetings saving officer and member time enabling focus on core issues
 - 3.4.2 Stronger governance arrangements through better utilisation of management systems, project management and by having a road map for capital spend.
 - 3.4.3 Holistic view of all capital projects across the business,
 - 3.4.4 Joined up processes across services with clearly defined areas of hand off and responsibility i.e. standardised business cases, project documentation, performance reporting etc.
 - 3.4.5 Enables the group to focus on actions and project exceptions.
 - 3.4.6 Would demonstrate accountability and ownership for projects within the capital programme using a structured agenda and focused forward plan.

4. Risk and Financial Implications

4.1 Risk

There is no associated risk.

4.2 Financial

There are no financial implications.

5. Legal Implications

- 5.1 That due consideration is taken in ensuring funding is allocated and released in line with the Council's constitution.

6. Other Implications

- a) Equalities: none
- b) Section 17, Crime & Disorder Act 1998: none
- c) Section 40, Natural Environment & Rural Communities Act 2006: none
- d) Human Resources: none
- e) Human Rights: none
- f) Other: [e.g. Children's Act 2004] none

7. Alignment to Council Priorities

- 7.1 None applicable

8. Ward/Community Affected

- 8.1 No specific ward or community is affected.

Background Papers

Lead Contact Officer:

Name/Post: Snr Business Improvement Officer

Telephone: 01362 656881

Email: Adam Colby

Appendices attached to this report:

1. Draft Terms of Reference

PROPOSAL TO COMBINE CAPITAL PROJECT WORKING GROUP AND BUSINESS IMPROVEMENT WORKING GROUP

DRAFT TERMS OF REFERENCE

1. Co- ordinate the needs and understand the overall capital strategy, manage capital resources and deliver projects which meet corporate objectives in accordance with recognised project management principles.
2. To set and review the Council's ICT Strategy, ensuring that this is aligned to the Council's Business Plan and other stated policies.
3. To monitor the ICT Strategy and Capital Programme performance in line with the Council's performance framework.
4. Review performance reports for the capital programme with particular regard to comparison of actual expenditure against budgets, variance and exception reports and the impact of project delays.
5. Review changes required to funding and approve changes to schemes that do not affect funding.
6. To review new project proposals (including all ICT, Business Improvement Team and Capital Programme applications) ensuring that its business case and PID supports the Council's Business Plan.
7. To resolve, within budget, any funding or performance issues identified by the project or service manager relating to individual projects.
8. Ensure risk is managed according to the Council's risk management strategy.
9. Undertake post-implementation reviews on selected completed capital projects.