

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

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Appendices attached to this report:

1. Draft Terms of Reference