



CAI.13 13/14

Challenge and Improvement
Committee

Date 30th July 2013

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Subject: Progress and Delivery Working Group

Report by:

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Contact Officer:

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Purpose / Summary:

For members to approve the terms of reference
for the Progress and Delivery Working Group

RECOMMENDATION(S):

- 1) That members approve the terms of reference of the Progress and Delivery Working Group
- 2) That membership of the working group be appointed.

IMPLICATIONS

Legal:
None

Financial :
None

Staffing :
None

Equality and Diversity including Human Rights :
None

Risk Assessment :
None

Climate Related Risks and Opportunities :
None

Title and Location of any Background Papers used in the preparation of this report:
See references

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Background

- 1.1 Members have discussed the way in which the scrutiny role of the council can be developed, to ensure that we are focusing on the right priorities and that examination of progress, delivery and performance can be improved to add value and ensure that resources are being directed appropriately.

2. Information

- 2.1 Attached at Appendix 1 are the proposed terms of reference for a Progress and Delivery working group, suggesting the outcomes and objectives for members to approve.

- 2.2 The aim of the working group is to gain assurance that the work of the authority is focussed on achieving the priorities identified in the approved corporate plan; that this is informed by sound evidence and that there are clear processes and resources in place to monitor and ensure successful delivery of relevant projects.

- 2.3 The suggested terms of reference aim to ensure that there is comprehensive challenge by members to assumptions, information and intelligence used to make decisions on the priorities of the Authority and where resources are directed.

- 2.4 They are also designed to ensure that the plan itself, and relevant projects are informed by the appropriate level of engagement and communication with members, stakeholders, communities and customers.

- 2.5 A proposed methodology is detailed under the five key objectives at No 9 in the proposed terms of reference to ensure that there is a comprehensive examination of:

- Evidence supporting priorities
- Processes and engagement for the development of priorities
- Measures and actions to report progress
- Measures and processes to report on service performance
- The objectives of the progress and delivery reports

- 2.6 It is proposed that the Corporate Plan and Progress and delivery report are reviewed in small sections with interim reports back to the Challenge and Improvement Committee at regular intervals.

3. Recommendations

- 3.1 That members approve the terms of reference of the Progress and Delivery Working Group.
- 3.2 That the Committee appoint members to the working group.

Appendix 1

Challenge and Improvement Committee Progress and Delivery Working Group Proposed Terms of Reference

1. Outcomes – What is the group trying to achieve?

1. The council is clear on what priorities it can deliver with the resources available
2. Appropriate projects in place which will deliver the Corporate Plan Priorities
3. Evaluate the proportion of Corporate Projects agreed delivered and impacts on outcomes
4. Recommend next steps and improvements/ celebration of success to the relevant committee
5. Projects based on a sound evidence of need, with clear measures for how outcomes will be achieved and measured
6. Projects capable of being delivered
7. Robust and clear process for monitoring and reviewing progress and delivery
8. Robust and clear process for monitoring and reviewing service performance and objectives

2. Objectives – What will the group do to achieve the outcomes?

1. Review the rationale supporting the priorities in the Corporate Plan and provide challenge where necessary and recommendations for improvement i.e. is each project based on sound evidence of need; is the project realistic and smart, can the Council and partners deliver it?
2. Review the process through which the priorities were developed and provide challenge and recommendations on the level of engagement of members, communities and other stakeholders.
3. Review the measures and process used for reporting progress on the delivery of the Corporate Plan and provide challenge where necessary and recommendations for improvement. e.g. Project plans including key milestones; human and financial resources; risk register; forward plan; communication e.g. were stakeholders, engaged, listened to, was progress regularly reported to them : “You said , we did”,etc; press releases; celebration of success; learning.
4. Review the adequacy of the measures and process used for reporting on service performance and provide challenge where necessary and recommendations for improvement
5. Review the objectives for each progress and Delivery Report and testing fulfilment and understanding by officers.

3. Officer Lead – Alex reeks

4. Member lead – Councillor N Bowler

5. Timescales - To be agreed with members of the working group.

6. Meeting Frequency - Monthly

7. **Membership** - To be agreed at committee.

8. **Resources**

Officer support will be provided from the Corporate Governance Team to support this work group with the methodology, research, analysis, working group setup and admin.

9. Proposed Methodology

Objective 1: Review the rationale supporting the priorities in the Corporate Plan and provide challenge where necessary and recommendations for improvement.

1. Scheduling the priorities for review of the timeframe of the working group,
2. Working group provides challenge for consideration,
3. Report from officers presenting the evidence base and addressing members queries,
4. Officers and external speakers invited in to debate where appropriate,
5. Working group challenge on priorities and recommendations for improvement

Objective 2: Review the process through which the priorities were developed and provide challenge on the level of engagement of members and communities in their development where necessary and recommendations for improvements

1. Report from officers on engagement undertaken and process followed
2. Working group challenge on process and recommendations for improvement

Objective 3: Review the adequacy of the measures and actions (including projects) for reporting progress on the delivery of the Corporate Plan and provide challenge where necessary and recommendations for improvement

1. Schedule the review of measures to follow the review of evidence,
2. Working group to provide challenge on measures and actions,
3. Report from officers on consideration of the challenge presented,
4. Officers and external speakers invited in to debate where appropriate,
5. Working group challenge on measures and actions and recommendations for improvement

Objective 4: Review the adequacy of the measures and process used for reporting on service performance and provide challenge where necessary and recommendations for improvement

1. Schedule the review of service measures,
2. Working group to provide challenge on measures,
3. Report from officers on consideration of the challenge presented,
4. Officers and external speakers invited in to debate where appropriate,
5. Working group challenge on measures and recommendations for improvement

Objective 5: Review the objectives for each progress and Delivery Report and testing fulfilment and understanding by officers.

1. Report from officers on the objectives for each period of the report
2. Working group to provide challenge on objectives,
3. Report from officers on consideration of the challenge presented,
4. Working group challenge on objectives and recommendations for improvement.