

Cherwell District Council

Executive

3 March 2014

<p>Transformation Working Group Terms of Reference</p>
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Report of Chief Executive

This report is public

Purpose of report

To adopt formal terms of reference for the Transformation Working group involving members and officers of this Council (SNC), Cherwell District Council (CDC) and Stratford-on-Avon District Council (SDC).

1.0 Recommendations

The meeting is recommended:

- 1.1 To adopt the terms of reference for the Transformation Working Group at Appendix 1.

2.0 Introduction

- 2.1 In 2013 the Department of Communities and Local Government announced the creation of the Transformational Challenge fund and invited applications from councils and other public sector bodies to receive funding from the pot of £7m.
- 2.2 SNC, CDC and SDC were informed in October 2013 had been awarded the full amount sought, £366,932, for their bid which concentrates on the transformation programme that is planned to deliver significant organisational change across all three councils, and is associated with the Programme Office resources to drive and manage those changes
- 2.3 At the respective SNC Cabinet, CDC Executive and SDC The Cabinet meetings in December 2013 each council agreed the governance arrangements and accordingly to establish a Transformation Working Group, which would consider its Terms of Reference and subsequently be submitted back to each council's Executive body for approval.

3.0 Report Details

- 3.1 The membership of the Transformation Working Group is:
- CDC Councillors Nicholas Turner and Ken Atack
 - SDC Councillors Mike Brain and Stephen Thirwell
 - SNC Councillors Ian McCord and Dermot Bambridge
- 3.2 The Transformation Working Group has agreed to hold meetings on the second Tuesday of every month.
- 3.3 The Business Transformation Team is responsible for supporting the Transformation Working Group and managing its work programme.
- 3.4 The Transformation Working Group and CDC/SNC/SDC Joint Arrangement Steering Group have considered and endorsed the Terms of Reference for approval by each council.
- 3.5 As with the CDC/SNC/SDC Joint Arrangement Steering Group, the Transformation Working Group does not have formal decision making powers and is not a formal Committee subject to the Local Government Act 1972. It will therefore meet in private and its agenda papers will not be subject to the access to information legislation.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The draft Terms of Reference have been considered and endorsed by the Transformation Working Group and CDC/SNC/SDC Joint Arrangements Steering Group and are being recommended to all three councils for adoption.

5.0 Consultation

Transformation Working Group	The members representing all three Councils support the proposed terms of reference.
CDC/SNC/SDC Joint Arrangements Steering Group	The members representing all three Councils support the proposed terms of reference and they are being recommended for adoption by all three.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To amend the proposed terms of reference, but this is not recommended as they have the support of all three sets of Council members on the Transformation Working Group and CDC/SNC/SDC Joint Arrangements Steering Group and would delay the Group carrying out its functions.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising from this report.

Comments checked by:

Kelly Wheeler, Service Accountant, 01327 322230,
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Legal Implications

- 7.2 The Transformation Working Group does not have formal decision making powers and is not a formal Committee subject to the Local Government Act 1972. It will therefore meet in private and its agenda papers will not be subject to the access to information legislation.

Comments checked by:

James Doble, Democratic and Elections Manager, 01295 221587,
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Risk Management

- 7.3 There are no significant risk implications arising directly from this report.

Comments checked by:

James Doble, Democratic and Elections Manager, 01295 221587,
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8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

An accessible and value for money Cherwell

Lead Councillor

Councillor Nicholas Turner
Lead Member for Performance and Customers

Document Information

Appendix No	Title
1	Terms of Reference Transformation Working Group
Background Papers	
None	
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