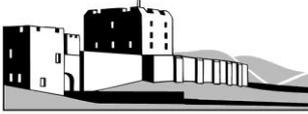


**CARLISLE
CITY COUNCIL**



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 16TH February 2012

Title: TRANSFORMATION BOARD – DRAFT TERMS OF REFERENCE

Report of: Strategic Director

Report reference: SD 03/12

Summary:

The purpose of this report is to inform members of the Resources Overview and Scrutiny Panel on the terms of reference of the newly formed Transformation Board.

Questions for / input required from Scrutiny:

- i) The Panel is asked to scrutinise and comment on the terms of reference for the Transformation Board as set out in section 2 of this report and
- ii) make proposals on the timing and type of monitoring information required by ROSP from the Transformation Board.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

To: Resources Overview and Scrutiny Panel
Date: 16th February 2012

1. Formation of the Transformation Board

The Transformation Board was formed in the latter part of 2011 in response to the developing array of transformational activities.

The purpose of the board is to develop, coordinate and manage transformation activity across the Council and ensure that service improvements and savings are delivered in line with the Corporate Plan and Medium Term Financial Plan. The team is being chaired by the Deputy Chief Executive.

2. Transformation Board terms of reference

2.1 The scope of the Transformation Board will include the monitoring and management of directorate and cross cutting transformation programmes (2012-16).

In consultation with the Portfolio Holder for Performance and Development this will include:

- Agreement of the overall programme goals and objectives
- Development, implementation and monitoring of the directorate programmes 2012/13 and beyond. These programmes will use a range of interventions including - rapid improvement events, lean systems activities, structural reviews and whole service appraisals
- Development of a programme risk register, 2012/13 to align with the Corporate Risk Register
- Coordination with the Council Medium Term Financial Plan and agreed saving targets
- Development of any funding and resource plans designed to assist in the delivery of the programme
- Assessment of the training and learning needs of those engaged in transformation activity and the delivery of appropriate support.

- 2.2** The board will be made up of the Deputy Chief Executive, Directors and other key support officers from across the authority. The board will seek further officer support as required, in line with programme needs.
- 2.3** The board will ensure that key messages and appropriate programme details will be communicated to employees, Members and partners as required. .
- 2.4** Reports on progress will be submitted to ROSP (reporting timetable to be agreed via this report). It is suggested that 6 monthly reports would be most appropriate. Also, savings achieved will be incorporated in the medium term financial plan/budget monitoring report to Executive.

3. Recommendations

- The Panel is asked to scrutinise and comment on the terms of reference for the Transformation Board as set out in Appendix A and
- Members of ROSP are invited to propose on the type of information and timing that is required for future meetings of ROSP, on the work of the Transformation Board. 6 monthly reports are suggested.

Glossary of terms

Rapid Improvement Event

A Rapid Improvement Event is an intense effort over 2-5 days.

The aim is to identify and remove waste in services and improve a specific part of a process or work area. Benefits will include cost savings and an energised workforce.

Lean system review

This is a systematic review of a process to eliminate waste and improve efficiency and effectiveness. The core of the approach is defining the purpose of the service and what matters to customers.