

**TITLE: UPDATE ON THE DECISION AT REGULATORY AND SUPPORT SERVICES COMMITTEE REGARDING GOVERNANCE AND TERMS OF REFERENCE**

To: Transformation Programme Sub-Committee

Date: 23<sup>rd</sup> November 2015

From: Hetty Thornton-Programme Manager and Performance Officer

[Q114]

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1.0 Issue

- 1.1 On 14<sup>th</sup> September 2015, Regulatory and Support Services Committee were presented with the Transformation Programme Governance arrangements and the corresponding Terms of Reference.
- 1.2 Members of Regulatory and Support Services Committee formally agreed the recommendations to develop a Sub-Committee.
- 1.3 It was agreed that the Sub-Committee would be made up of the following six Members (5 Conservative, 1 Liberal Democrat) as follows:

Chair of Regulatory and Support Services Committee (Cllr Anna Bailey)  
 Service Delivery Champion for Performance Management (Cllr Dan Schumann)  
 Service Delivery Champion for ICT (Cllr Mike Bradley)  
 Service Delivery Champion for Human Resources (Cllr Lisa Stubbs)  
 Service Delivery Champion for Customer Services (Cllr Jo Webber)  
 Representative for the Liberal Democrats (Cllr Sue Austen)

2.0 Recommendations

- 2.1 It is recommended that the Sub- Committee;
  - (i) Note the formal agreement at Regulatory and Support Services Committee that there will be a Sub-Committee made up of six members.
  - (ii) Note the formal agreement at Regulatory and Support Services Committee the Governance arrangements and Terms of Reference for the Transformation Programme.

3.0 Background

- 3.1 To ensure that there is an appropriate programme management structure, a Sub-Committee was required to support the escalation of decisions and provide assurance to the Transformation Programme.
- 3.2 On 14<sup>th</sup> September 2015 Regulatory and Support Services Committee agreed the Governance arrangements and the formation of the Transformation Programme Sub-Committee.

4.0 Argument and Conclusions

- 4.1 Members are asked to note the appointment of six Councillors to form a new Sub-Committee of Regulatory and Support Services.
- 4.2 Members are asked to note the agreement of the Governance arrangements and Terms of Reference for the Transformation Programme.

5.0 Financial Implications

5.1 There are no financial implications associated with this report.

6.0 Equality Impact Assessment

6.1 All projects within the programme will have an attributable equality impact assessment where required.

7.0 Appendices

None

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**Background documents-** None

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