

Division(s): N/A

TRANSFORMATION JOINT SUB-COMMITTEE – 17 January 2019

TERMS OF REFERENCE FOR THE JOINT SUB-COMMITTEE FOR TRANSFORMATION PROGRAMME

The Joint Committee will bring to bear the perspectives of their parent committees with regard to the governance and performance of the Fit for the Future Programme in terms of its management and its implementation.

In particular, in terms of *performance* the Sub-Committee will review the:

- Delivery and performance of the programme
- Impact of the programme on outcomes for residents, i.e. Corporate Plan priorities;
- Impact of the programme on service performance;
- Impact of changes on staff;
- Predicted costs and savings as compared to actual costs and realised savings
- Predicted non-financial benefits.

In terms of *governance, accountability and internal control*, the Sub-Committee will consider:

- Risks identified and mitigations proposed and actioned;
- Systems of internal control, to include assurance that a robust framework is in place;
- Governance of the project
- Any ethical governance implications

Frequency of meeting

The Sub-Committee will determine its own meeting cycle. Notwithstanding this, it is anticipated that the Sub-Committee will meet at least quarterly.

Membership and Quorum

The membership will be 8 Councillors to include equal numbers from both main committees. The quorum will be 4 of the Sub-Committee's membership.

NB. Given that the Sub-Committee will be undertaking certain overview and scrutiny functions, no member of the Audit and Governance Committee who may, from time to time, also be a member of the Cabinet will be eligible for membership of the Sub-Committee

Chairman and deputy chairman

The Sub-Committee shall appoint a Chairman and a Deputy Chairman – one of whom will be from the membership of the Audit and Governance Committee and one

from the Performance Scrutiny Committee as the Sub-Committee may determine. These roles to rotate at successive meetings where possible.

Procedure Rules

The Sub-Committee will operate in accordance with the Scrutiny Procedure Rules under the Council's Constitution.