

Meeting:	CABINET
Date:	15 December 2005
Subject:	Business Transformation Partnership - Sub Committee
Responsible Officer:	Chief Executive
Contact Officer:	John Robinson, Director of Corporate Governance
Portfolio Holder:	Councillor Sanjay Dighé, Business Connections and Performance
Key Decision:	No
Status:	Part I

## **Section 1: Summary**

### **Decision Required**

To establish an Executive Sub Committee entitled Business Transformation Partnership (sub committee), to appoint its membership and Chair and to agree the attached terms of reference.

### **Reason for report**

To provide a Member level mechanism within the formal structure for monitoring the implementation of the Business Transformation Partnership.

### **Benefits**

The new Sub Committee will ensure effective political involvement in the Business Transformation Project roll-out.

## Cost of Proposals

Not applicable.

## Risks

Were the Executive Sub Committee not established the involvement of members would be more remote and processes to effect formal decision making could be subject to delay.

## Implications if recommendations rejected

This will provide a mechanism for the local authority to implement its contractual, monitoring and other responsibilities within the Business Transformation Partnership and oversee from a local authority viewpoint the corporate governance arrangements and the contract implementation.

## Section 2: Report

### 2. Brief History

- 2.1 On 20 September 2005 the Council agreed to appoint CAPITA as its Business Transformation Partner and at its meeting on 6 October 2005 the Cabinet agreed a Governance Framework to manage and control the Partnership.
- 2.2 The Corporate Governance Framework and membership is attached.
- 2.3 The Council has operated for some time an "IT Members' Forum" bringing together senior officers responsible for Harrow's Information Technology Services (HITS) and Councillor representatives. This has provided an opportunity for service delivery and new projects to be assessed between officers and Members with a watching brief in an informal forum. A representative of the IT Members' Forum was added to the BTP Partnership Board.

### 3. Current Issues

#### 3.1 Liaison Between the BTP Partnership Board and Cabinet

In the Governance Framework there is a "reporting" line between the Partnership Board and Cabinet. The Partnership Board is a body, which is required by the terms of the contract to manage joint strategic business between the Council and CAPITA, BUT it does not exercise decision-making powers on behalf of the Authority. It is arguable, however, that referring to full Cabinet those matters requiring decision may prove to be somewhat cumbersome and inefficient. The Sub Committee would exercise that responsibility on behalf of the authority and enable the proper discharge of the Council's functions in a more speedy and timely manner.

3.2 Accordingly, it is proposed that an Executive Sub Committee be established to fulfil the role, with the flexibility to arrange meetings when required and to give detailed consideration to the BTP issues.

3.3 IT Members' Forum

The current role of the IT Members' Forum and its relationship with the BTP Partnership Board (on which it has representation under the original Governance Framework) would be rendered superfluous by the formal arrangements of having an Executive Sub Committee. In order to obviate an unnecessary overlap of roles, it is intended that the IT Members' Forum be disbanded in favour of the new Executive Sub Committee. However, in order to preserve the expertise gained by those Members serving on the IT Forum who are not Executive Councillors, it is part of these proposals that the Executive Sub Committee appoint non-voting Member Advisers. The Sub Committee would continue to carry out those functions of the IT Members' Forum that are not subsumed by the BTP process.

4. Recommendations

Arising from the above it is proposed for agreement:-

- (1) that a Business Transformation Partnership Sub Committee be established, with the terms of reference now set out in the appendix to this report;
- (2) that Cabinet determine the number and names of Members to be appointed to the Sub Committee;
- (3) that Cabinet appoint the Chair of the Sub Committee for the remainder of the Municipal Year 2005/06;
- (4) that the informal IT Members' Forum be disbanded;
- (5) that Cabinet determine the numbers and names of Members to act as non-voting Advisers to the Executive Sub Committee.

5. Options Considered

Alternative arrangements to those now proposed are as covered in above paragraphs.

6. Consultation

These proposals have been the subject of discussions with the Group Leaders and were endorsed in principle at the BTP Partnership Board meeting on 24 November 2005.

7. Financial Implications

Not applicable.

8. Legal Implications

The Council's Constitution provides that a sub committee established to carry out Executive functions must consist only of Executive members.

9. Equalities Impact

Not applicable.

10. Section 17 Crime and Disorder Act 1998 Considerations

Not applicable.

**Section 3: Supporting Information/Background Documents**

Appendix A - Corporate Governance Framework and membership

## **APPENDIX**

### **Executive Sub Committee – Business Transformation Project Monitoring**

#### **Terms of Reference**

1. To provide the Authority's Executive supervision of the Business Transformation Project and in acting on behalf of the Cabinet in this role to:-
  - receive relevant reports from the BTP Partnership Board or officers of the Council on which decisions of the Executive are sought or required and to make all such decisions;
  - receive the minutes of all the BTP Partnership Board meetings for information;
  - call for such information from the BTP Partnership Board or officers of the Council as may be considered appropriate to the effective monitoring of the BTP as a whole or on specific aspects of the Project;
  - provide such guidance, information or instruction to the BTP Partnership Board as may be considered necessary in representing the Authority's interests;
  - make recommendations to the full Cabinet as necessary on those matters which relate to the performance of the BTP and would impinge on the deployment of the Authority's resources in support of the Project or otherwise relate to the viability of the Project.
  
2. To effect appropriate supervision of the Authority's Information Technology processes, whether directly related to the BTP or otherwise, and for this purpose to subsume the previous role of the "IT Members' Forum" (latterly also referred to as the "ICT Members' Group").

[Notes: (1) The IT Members' Forum had recently been operating a dual agenda, the first part of which was dedicated to BTP issues and the second part to general IT monitoring items;  
(2) the Councillor membership of the IT Members' Forum has been:-  
Councillors Choudhury, Dighe, Idaikkadar, Mark Ingram, C.Mote and Paddy Lyne.]

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