



REPORT TO: OVERVIEW & SCRUTINY COMMITTEE

DATE: 4 OCTOBER 2018

REPORT OF THE: DELIVERY & FRONTLINE SERVICES LEAD
BECKIE BENNETT

TITLE OF REPORT: TERMS OF REFERENCE - SCRUTINY REVIEW OF
GOVERNANCE ARRANGEMENTS FOR SERVICES WITH
NORTH YORKSHIRE COUNTY COUNCIL

WARDS AFFECTED: ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To present Members of the Committee a set of terms of reference for the scrutiny review of the governance arrangements for services with North Yorkshire County Council (NYCC) for approval.

2.0 RECOMMENDATION

- 2.1 That members of the Committee:
- a) Agree the terms of reference for the review of governance arrangements for services with NYCC.

3.0 REASON FOR RECOMMENDATION

- 3.1 The key to a successful scrutiny review is agreeing a clear terms of reference before embarking on the review.
- 3.2 The task group will undertake the work on the review and requires a minimum of three Members of the Committee – already agreed to be Councillors Acomb, Clark and Jowitt – however the task group meetings are open to all Members of the Scrutiny Committee.
- 3.3 The first phase of the review will inform the scope and timeframe for the subsequent phase of the review.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks associated with this report. It is anticipated that the work on the governance arrangements for shared services with NYCC will mitigate future risks by informing a generic framework to ensure consistency and to be applied to any other future service delivery models.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 At the meeting of the Overview and Scrutiny Committee on 14 June 2018, Members agreed the next topic would be a review of the governance arrangements for shared services being entered into with NYCC following the delegation which was approved at Council on 15 March 2018 (minute 76) and 28 June 2018 (minute 19). **The decision record is attached at Appendix A.**

5.2 This review will consider: and understand the governance arrangements for services with NYCC covering:

- Human Resources (HR) including Organisational Development, Employment Support Services (Payroll) and Health and Wellbeing (Occupational Health)
- Section 151 Officer and other Financial Services
- Chief Executive (RDC and Assistant Director (NYCC))

The review also aims to define and understand the various types of agreement the Council has with others for services and/or support services included in the Council's Contracts Register covering value, start/review dates and term.

5.3 Three task group meetings have taken place to discuss the remit of this review (on 9 August, 10 and 20 September) and to manage the work involved with this review, two priority areas have been identified.

5.4 The first priority is the governance arrangements for services being entered into with NYCC following the delegation being approved in June. The review will start with HR as the Service Level Agreements (SLAs) are in place and then the review will move on to the other areas once the finalised agreements are in place.

5.5 The second priority, possibly following the completion of the first priority review area due to time constraints, is to consider a generic framework to ensure consistency and to be applied to any other future service delivery models.

5.6 It is estimated that the first area of this review will conclude by January 2019. Progress reports will be submitted to the Committee during the review.

5.7 Recommendations may include the development of a generic governance framework to be applied to any other future service delivery models or if time allows the review may consider this as a second priority review area.

6.0 POLICY CONTEXT

6.1 The Council has an aim to Transform the Council by understanding our communities and meeting their needs and developing the leadership, capacity and capability to deliver future improvements, considering options for alternative models of delivery.

6.2 The aim of the Towards 2020 programme is to transform our workforce and the way they work, systematically redesigning the Council's services and optimising our assets, IT and systems, to ensure that the Council is relevant to residents and meeting local needs.

7.0 CONSULTATION

7.1 Existing shared service arrangements will be reviewed which will involve engagement and consultation with others to understand how their governance arrangements work and how they could be applied to the Council's arrangements with NYCC.

8.0 REPORT DETAILS

8.1 The tables attached at Appendix B present a draft terms of reference for the review covering the following areas:

- Aim of the review
- Why has this review been selected?
- Who will undertake the review?
- How will the review be undertaken?
- What are the expected outputs?
- Timescale

9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) Financial
None currently beyond existing budget provision
- b) Legal
None currently though advice may needed to ensure robust and compliant governance arrangements are in place to protect the Council
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None identified at this stage though it is acknowledged that there is the potential for the outcomes of the review to affect certain posts.

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Background Papers:
None

Background Papers are available for inspection at:
N/A