

DRAFT Terms of Reference
Scrutiny Review of Governance Arrangements for Services
with North Yorkshire County Council

<p>Aim of the Review</p>	<p>Priority 1: To review and understand the governance arrangements for services with North Yorkshire County Council (NYCC) covering:</p> <ul style="list-style-type: none"> - Human Resources including Organisational Development, Employment Support Service (Payroll) and Health and Wellbeing (Occupational Health) - Section 151 Officer and other Financial services - Chief Executive (RDC) and Assistant Director (NYCC) <p>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.</p> <p>Priority 2: To consider a generic framework to ensure consistency and to be applied to any other future service delivery models</p>
<p>Why has this review been selected?</p>	<p>Overview and Scrutiny Committee selected this topic for the next scrutiny review on 14 June 2018 as a priority given recent arrangements for shared services being entered into with NYCC following the delegation being approved. (Appendix A for decision record, click on hyperlinks for minutes).</p> <p>Council 28.6.18 minute 19</p> <p>Council 15.3.18 Minute 76</p>
<p>Who will carry out the review?</p>	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> • A minimum of 3 members of the O and S committee Cllrs Acomb, Clark and Jowitt (but open to all members of O and S) agreed on 25 July 2018 • Support will be provided by the Delivery and Frontline Services Lead, the Senior Commissioning Officer and the Projects, Programmes and Performance Officer • With input from other officers as required
<p>How the review will be carried out?</p>	<p>The task group will examine the existing shared service arrangements in place at the Council. These will be compared with other best practice examples of shared service arrangements to understand how these ensure good governance arrangements are in place, how effective they are and the benefit of applying them to the NYCC arrangements to ensure that robust governance is in place for performance management and value for money.</p> <p>The review will explore other shared service arrangements already in operation including the Better Together model in place between NYCC and Selby DC. It will also examine other relevant agreements with a view to identifying common themes as well as researching best practice guidance on shared service delivery models. Any findings will inform any recommendations together with enabling the development of a generic framework to be applied to all future agreements where the Council buys in services or enters into arrangements for alternative service delivery models.</p>

APPENDIX B

What are the expected outputs?	<p>It is expected that the task group will produce a report, summarising the evidence they have gathered to enable a proposed way forward for the governance arrangements for services with NYCC.</p> <p>The aim is to ensure the governance arrangements are sound, consistent and are being applied properly within a robust framework and performance management is in place.</p> <p>A proposed governance framework may include:</p> <p>Is there a process to follow when an issue or service is identified as requiring action or if alternative delivery models represent best value ?</p> <p>Are the appropriate decision making processes in place and robust?</p> <p>Is there an appropriate signed agreement in place?</p> <p>Is the agreement fit for purpose?</p> <p>Is there a delivery plan?</p> <p>How are the outcomes of the agreement being measured?</p> <p>Are there adequate controls and KPIs in place to ensure any actions are identified and implemented?</p> <p>What are the mechanisms for remedy or withdrawal if the agreement fails?</p> <p>Are there any recommendations to improve or change any of the arrangements (the outcome of the scrutiny review)</p>
Timescale	<p>It is anticipated that the group will conclude the outcomes of the review by January 2019. Progress reports will be submitted to the Committee at regular intervals during the review.</p>