

**ORGANISATIONAL TRANSFORMATION PROGRAMME - GOVERNANCE**

Contact Officer: GAIL TOLLEY (Corporate Director) 01908 254062

**1. Purpose**

- 1.1 To provide an update on progress of the Review of the governance and context of the Organisational Transformation Programme (OTP).

**2. Recommendations**

- 2.1 That this report be noted.

**3. Issues and Choices****3.1 Strategic Governance**

- 3.1.1 As part of the development of OTP and within Strand 5 of the programme, the overall responsibility of OTP was transferred to Corporate Director Children & Families from March 2012.

- 3.1.2 Scrutiny of the OTP will entirely transfer to the new Corporate Affairs & Performance Committee, with effect from their first meeting on 17 July 2012.

**3.2 OTP Programme Board**

- 3.2.1 Following transfer of responsibility to Corporate Director Children & Families there has been a review of the content and governance arrangements, and operational processes since March 2012.

- 3.2.2 Proposals for OTP 2012-2014 are being revisited by the OTP Programme Board and CLT, and will be presented to Members in the Cabinet update reports.

- 3.2.3 Strands have made differing progress and this will be reflected in the revised programme; which will see some strands (or their individual programmes) moving to "Business As Usual" and others demonstrating that more and ongoing focus is needed.

- 3.2.4 A major cross-cutting issue to emerge is the integration of ICT.

3.2.5 The OTP Programme Board, in reviewing governance & controls of the Programme has considered: i) ensuring the use of the MK Approach is robust and balanced with the imperative on deliverables; ii) there is clarity in the relationship between financial savings and transforming the way in which the Council does its business; iii) the role of the OTP Operations Board as a vehicle for assuring the individual strands are on track is enhanced.

### 3.3 OTP Operations Board

3.3.1 As a result of the review of the processes since March 2012 the OTP Operations Board is in turn now reviewing the following: i) The role of the Operations Board and its terms of reference, to ensure a focus on Quality Assurance and Benefits Realisation; ii) a framework and programme for reviewing the progress and impact of individual programmes; iii) risk assessments of both the overall programme and individual strands of work; iv) the effective application and impact of current documentation:- START documents, Finish Reports, Highlight Reports; v) the significance and impact of ICT within OTP

## 4 **Implications**

### 4.1 Policy

It is recognised that OTP is a major vehicle for delivering the Council's priorities, but does not include all the activity of the Council. It is an enabling activity, not a policy setting framework.

### 4.2 Resources and Risk

Due to the range of individual programmes within the five strands of the current OTP, the risk management and mitigation of risks is reviewed at both Programme Operations Board and Strand Board levels, with major risks escalated to the Programme Board.

Resources for supporting the development of and implementation of the programmes are identified at service level, with specific additional pressures being identified at Programme Board level.

Y	Capital	y	Revenue	Y	Accommodation
Y	IT	Y	Medium Term Plan	Y	Asset Management

### 4.3 Legal

The OTP provides one source for the Council's Governance Statement in order to meet the Council's responsibilities under the Accounts and Audit Regulations.

#### 4.4 Other Implications

Y	Equalities / Diversity
Y	E-Government

Y	Sustainability
Y	Stakeholders

X	Human Rights
X	Crime and Disorder

Background Papers: None