

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 27 APRIL 2010

SUBJECT: PROJECTS & INITIATIVES – APPROVAL PROCESS

BY: CORPORATE POLICY UNIT MANAGER

1. REASON FOR REPORT

- 1.1 The Committee is asked to approve the process for approving new initiatives to be undertaken by services.
- 1.2 This report is submitted to Committee in terms of the Council's Administrative Scheme relating to A62 to formulate, review Council wide policy, strategies, priorities and objectives in standards and levels of service.

2. RECOMMENDATION

- 2.1 **The Committee is asked to approve the process for approving new initiatives to be undertaken by services.**

3. BACKGROUND

- 3.1 At the meeting on 30 March 2010, the Forward Strategy was approved which would meet current and future financial pressures. Within the strategy, the need to review the number of project and priorities was highlighted. It stated that the Corporate Management Team and Senior Management Teams are currently reviewing how both current projects and the pressure for new projects can be better managed within a corporate framework.
- 3.2 As we enter an extended period of diminishing resources, it will be important that the resources which we do have are directed towards the delivery of Council priorities. The aim of this development is to ensure that every initiative or project which appears in the SOA, Corporate Development Plan or Service Improvement Plan has been through a process of review by Elected Members.
- 3.3 When the position was last analysed, it was apparent that officers were working on many hundreds of initiatives and projects and that the co-ordination of these could be improved. It is recognised that it would require a significant piece of work to go back and analyse every project, identify how it originated and when it was approved by Elected Members.
- 3.4 Given this the Corporate Management Team/Senior Management Team have agreed a process whereby initiatives or projects which appears in the Single Outcome Agreement, Corporate Plan or Service Improvement Plans have been through a process which has confirmed that they are a priority, decided how they will be handled and ensured that resources are available to deliver them.

- 3.5 Consequently it is intended that, in future, any significant project or initiative will require to be approved by the Corporate Management Team and Elected Members before it commences.
- 3.6 In terms of what is considered to be significant then the following points are worth noting :-
- A major policy or legislative change
 - A significant issue or development of which Members should be aware
 - An issue which requires a significant time commitment from officers
 - A non routine initiative – i.e. it is not routine operational issue concerning day to day service delivery
 - Any issue where elected members could validly expect that they should have been made aware of it - but not routine operational issues.
 - An issue requiring additional budget or resources for it to be delivered
- 3.7 The attached template was approved and will assist the Corporate Management Team to agree and monitor all new initiatives. **(Appendix).**

4. SUMMARY OF IMPLICATIONS

(a) Single Outcome Agreement/Service Improvement Plan

Delivery of the Single Outcome Agreement outcomes will be facilitated by concentrating our reduced resources on delivering key priorities.

(b) Policy and Legal

The external auditors have indicated that the council is expected to have a system in place to assist in managing its key priorities.

(c) Resources (Financial, Risks, Staffing and Property)

In order to support the reducing resources as a result of the current financial position facing the Council, this process will assist the organisation to continue meet its key commitments.

(d) Consultations

Consultation has taken place with Corporate Management Team/Senior Management Team who has approved the process.

5. CONCLUSION

- 5.1 **The Committee is asked to approve the process for approving new initiatives to be undertaken by services.**

Author of Report: Bridget Mustard, Corporate Policy Unit Manager
Background Papers:
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