
Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/066/24
Contact Officer:	Lynsey Brown	Contact No:	01475 712710
Subject:	Establishment of Programme Board		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to request that Council approves the establishment of a Programme Board to consider the workstream savings identified through the 2024/26 budget setting process. The Programme Board will comprise representatives of each political party represented on the Council to reflect, as far as practicable, the political balance of the Council.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- (i) Council agrees to the establishment of a Programme Board on the Terms of Reference set out in Appendix 1; and
- (ii) Elected Members should nominate members to the Programme Board in line with the Council's political balance and the Council should approve such Members' appointment to the Programme Board.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 As part of the 2024/26 budget setting process a range of workstream savings targets were agreed. The areas for workstream savings cover all directorates of the Council as set out in Appendix 2 for information.
- 3.2 To ensure that Elected Members are actively involved and engaged in actions to be taken to meet the workstream savings it is proposed that a Programme Board is established comprising 11 Elected Members. As far as practicable, membership should reflect the political balance on the Council.
- 3.3 The purpose of the Programme Board will be to enhance openness, transparency, inclusivity and representation during the process of considering the actions required to be taken to deliver the savings identified. It is intended that the meetings of the Programme Board will enable open discussion amongst the political groups and independent members and seek to achieve consensus insofar as possible in deciding upon actions to be taken.
- 3.4 It is intended that the meetings of the Programme Board will allow proposed workstream savings to be discussed in more detail to ensure members are engaged in consideration of the principles and direction of savings in a way that is entirely separate from meetings of full Council or its Service Committees. It is also intended that it will be separate from the Council's formal committee structure and Scheme of Administration. The Programme Board should decide the chair of the Board from the Board membership.
- 3.5 The proposed terms of reference for the Programme Board are set out in Appendix 1.

4.0 PROPOSALS

- 4.1 The Council is asked to agree to the formation of a Programme Board on the Terms of Reference set out in Appendix 1 to consider workstream savings decisions to be taken in line with the 2024/26 budget setting process.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

5.2 Finance

There are no financial implications arising as a result of this report although decisions of the Programme Board would clearly have financial implications.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

The Programme Board would not be contained within the Council's formal committee process or Scheme of Administration and would be governed by its terms of reference.

5.4 Human Resources

There are no Human Resources implications directly arising as a result of this report.

5.5 Strategic

N/A

5.6 Data Protection

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA has been drafted, with a copy being annexed to this report.
X	NO

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty.

6.0 CONSULTATION

N/A

7.0 BACKGROUND PAPERS

N/A

Appendix 1

Programme Board Terms of Reference

1. The Programme Board will be an informal group providing support, challenge and feedback before any redesign or workstream saving is presented to the relevant Committee.
2. The Programme Board shall comprise 11 Elected Members reflecting, as far as practicable, the political balance of the Council.
3. The Chair of the Programme Board will be decided by members of the Programme Board.
4. The quorum of the Programme Board shall be 6.
5. The Chief Executive and members of the Corporate Management Team as required will attend to present information and to seek advice.
6. The Programme Board's function is to bring Elected Members from all political parties and those not representing a particular political party together to provide support and challenge on savings proposals and redesigns. The Programme Board is not a decision-making body, any decisions are made by Council or Committees in line with Standing Orders.
7. The Programme Board allows significant and sensitive redesigns/savings to be considered on a non-political basis out with the Council's Committee process to understand the level of support and develop consensus.
8. All members of the Programme Board have equal say and divergent views will be respected. Mutual respect is expected from all Board Members.
9. Any public consultations, or Equality Impact Assessments in respect of savings or workstreams that are taken forward will be considered by the Programme Board at the same time as the final proposals.
10. The Programme Board will attempt to achieve consensus. If this is not possible this will be reflected in any report to Committee.
11. All workstream reports will be reviewed by the Programme Board prior to any report being presented to Committee and Council.
12. A note of actions agreed will be taken and circulated after each meeting.
13. The frequency of meetings will be agreed after consideration of management capacity to effectively support the Programme Board and complete officer action points.

Policy & Resources Committee

Workstreams Saving Monitoring at 14 August 2024

Saving Title	CMT Lead Officer	Approved Saving	Achieved to Date	Projected Saving	Over achievement/ (Shortfall)	Approved Saving	Achieved to Date	Projected Saving	Total Projected Saving	Over achievement/ (Shortfall)	Est FTE Impact
		2024/25 £000's	2024/25 £000's	2024/25 £000's	2024/25 £000's	2025/26 £000's	2025/26 £000's	2025/26 £000's	2024/26 £000's	2024/26 £000's	
Income Generation Original Target £700k	A Puckrin	250	245	245	(5)	450	256	455	700	0	0.0
Procurement Original target £600k, now £805k Note 3	S Jamieson	710	711	711	1	95	40	94	805	0	(2.0)
Energy Original Target £500k, now £850k	A Puckrin	250	250	250	0	600	600	600	850	0	0.0
Asset Management Original Target £400k	S Jamieson	50	0	50	0	350	0	350	400	0	Note 1
Management Restructure Ph3 Original Target £200k	L Long	0	0	0	0	200	0	200	200	0	3.0
Digital & Customer Services Original Target £100k	L Long	20	0	20	0	80	0	80	100	0	3.0
Community Learning & Development- Delivering Differently Review Original Target £180k	R Binks	40	0	40	0	140	0	140	180	0	tbc
Over achievement Contingency Currently £300k	A Puckrin	0	0	0	0	(300)	0	(300)	(300)	0	0.0
Totals		1,320	1,206	1,316	(4)	1,615	896	1619	2935	0	4.0

Notes

1 - Asset Management Target is net of any reinvestment in either capital or recurring spend in remaining buildings.

2- CMT recommend the inclusion of a teachers workstream if reductions are permitted by the Scottish Government.

The target would be based on a 29FTE reduction (3.8%) which would save approximately £1.80 million

3 - Procurement target increased by £55k as approved by CMT. New target of £805k consists of £670k for residual waste contract, £80k Swan and £55k Procurement.