

The Highland Council
Council Redesign Board – 18.4.16

Agenda Item	4
Report No	RDB/ 1/16

Proposed Terms of Reference

Report by the Chief Executive

Summary

This report includes a draft Terms of Reference for the Board for Members to finalise and agree.

1. Background

- 1.1 The Council agreed on 24th March 2016 that redesign is needed given its financial position and outlook. It also agreed:
- That a Board with 16 Members would be established to lead and oversee the redesign work;
 - The purpose and scope of the redesign work;
 - That the process would be inclusive of the views of a range of stakeholders;
 - The reporting timescales; and
 - The methods to use.
- 1.2 This report proposes a Terms of Reference for the Board drawn from the Council's agreement to date. Separate reports are provided on methods and the operating arrangements for the Board for Members to consider.

2. Proposed Terms of Reference

- 2.1 The proposed Terms of Reference are attached at Appendix 1 for Board Members to consider.

3. Recommendation

3.1 Board Members are asked to consider the proposals attached at Appendix 1 and to agree a final Terms of Reference for the Board leading the redesign of Highland Council.

Proposed Terms of Reference for the Board Leading the Redesign of the Council

Objectives

The Board will produce proposals for the Highland Council on redesigning the Council. These proposals will include:

1. A statement of the Council's purpose and values;
2. Clarity on the outcomes the Council seeks to achieve;
3. Reprioritising statutory and non-statutory duties and reviewing the standards to which services should be delivered to achieve the outcomes;
4. Recommendations on options for the delivery of public services that are affordable and designed with performance in mind;
5. Clear links to the Council's localism agenda;
6. Recommendations on increasing public participation in Council services;
7. Recommendations on the structure and management of Council operations;
8. A draft programme to support organisation change for modern public services and for staff and Member development.

The Board will ensure that the process for developing the proposals will be inclusive. Key stakeholders to involve are:

- Staff;
- Trade Unions;
- Key customer groups;
- Communities of place and of interest;
- Other public bodies; and
- Other service providers.

Scope

The Board will adapt its proposals based on the budget set after the allocations made by the Scottish Government for 2017/18 onwards and any other external changes affecting Council operations.

In its proposals the Board will consider the scale for Council operations. However it is not the purpose of the Board to propose any reorganisation of local government. While the Council may have a view, this is a matter for Government. The focus of the Board is the redesign of the Council to meet its statutory requirements.

Timescales

The Board will report its proposals to Council in two stages:

1. The redesign proposals for the budget for 2017/18 onwards to the Council meeting on 15th December 2016.
2. The other aspects of redesign including operational arrangements, public participation approaches and a programme for staff development to the Council meeting in March 2017 (date to be confirmed when the calendar of meetings for 2017 is agreed).

Interim reports on progress including minutes of the meeting will be provided to the Council meetings in May, June, September and October 2016.

The methods and operation of the Board considered separately