

The City of Edinburgh Council

10.00am, Thursday 25 August 2016

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board – referral report from the Finance and Resources Committee

Item number	8.1(b)
Report number	
Executive/routine	
Wards	

Executive Summary

On 18 August 2016 the Finance and Resources Committee considered a report that requested the approval of revisions to the Terms of Reference and Delegated Functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board. The report has been referred to the City of Edinburgh Council for approval of the revised remit of the Property Sub-Committee.

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Terms of Referral

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board

1. Terms of Referral

- 1.1 It was important that effective scrutiny was undertaken of the Council's new ICT contract and digital services, and the new Edinburgh Shared Repairs Services. The Finance and Resources Committee were asked to approve the amended terms of reference and delegated functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board.
- 1.2 As approval of changes to the Terms of Reference and Delegated Functions of Committees and Sub-Committee is a reserved matter for Council, the report was referred to Council for approval of the amended Terms of Reference and Delegated Functions of the Property Sub-Committee.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To approve the revised remit and reduced membership of the Elected Member ICT and Digital Sounding Board, subject to the inclusion of the following
 - The direction of ICT and Digital developments
 - The success and importance of ICT and Digital in achieving the Council's Capital Coalition commitments and strategic objectives
 - 1.3.2 To approve the revised membership of the Elected Member ICT and Digital Sounding Board.
 - 1.3.3 To approve the revised remit of the Property Sub-Committee and refer to Council for ratification.

2. For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 25 August 2016 for approval of the revised remit of the Property Sub-Committee.

3. Background Reading/External References

Minute of the Finance and Resources Committee, 18 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Contact: Veronica MacMillan, Committee Clerk

E-mail: veronica.macmillan@edinburgh.gov.uk | Tel: 0131 529 4283

4. Links

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Finance and Resources Committee

2.00pm, Thursday 18 August 2016

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board

Item number	7.17
Report number	
Executive/routine	
Wards	

Executive Summary

Committee is asked to approve the revisions to the Terms of Reference and Delegated Functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board.

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Review of Terms of Reference and Delegated Functions – Property Sub-Committee and Elected Member ICT and Digital Sounding Board

1. Recommendations

- 1.1 Committee is asked to approve:
- 1.1.1 The revised remit and reduced membership of the Elected Member ICT and Digital Sounding Board.
 - 1.1.2 The revised membership of the Elected Member ICT and Digital Sounding Board.
 - 1.1.3 The revised remit of the Property Sub-Committee, subject to specific Council approval.

2. Background

- 2.1 The current remit of the Elected Member ICT and Digital Sounding Board is to consider review and guide:
- The direction of ICT and Digital developments in line with the ICT and Digital Strategy;
 - The success and importance of ICT and Digital in achieving the Council's Capital Coalition commitments and strategic objectives;
 - The development and attainment of critical success factors;
 - The cost/value of ICT and Digital to the Council;
 - The Council's need to demonstrate best value;
 - An overview of the change management programme; and
 - An assurance that ICT and Digital is meeting the needs of the Council's stakeholders, including citizens.
- 2.2 It is important that effective scrutiny is undertaken of the new CGI contract, which commenced in April 2016. Committee are therefore being asked to approve the amended terms of reference and delegated functions of the Board to ensure that the CGI contract is effectively scrutinised.

- 2.3 The current remit and powers delegated to the Property Sub-Committee is as follows:
- To oversee the work programme arising from the Council and Police investigations into the Council's Property Service including the Property Conservation and Property Care Services
 - To take decisions in relation to the Council's Property Service that fall within the remit of the Finance and Resources Committee in the following:
 - (a) Progress in resolving financial risks;
 - (b) Progress in dealing with complaints from owners and the associated legal and insurance risks;
 - (c) Action relating to contractors, and
 - (d) New service re-redesign issues.
- 2.4 As the work has almost concluded on Property Conservation and Property Care Services, Committee is asked to recommend a revised remit of the Property Sub-Committee to focus on monitoring the new Edinburgh Shared Repairs Service.

3. Main report

- 3.1 The Elected Member ICT and Digital Sounding Board is designed to oversee and scrutinise the Council's ICT and Digital developments. A revised remit is proposed to effectively scrutinise the Council's new CGI contract which was implemented in April 2016.
- 3.2 The proposed revised remit of the Elected Member ICT and Digital Sounding Board is to support the Finance and Resources Committee in overseeing and scrutinising the delivery of the Council's ICT and Digital Services contract, with a specific focus on:
- The risks associated with the delivery of the ICT and Digital Services contract
 - The financial resources required
 - The cost/value of the ICT and Digital Services contract to the Council
 - The Council's need to demonstrate best value
 - An assurance that the ICT and Digital Services contract is meeting the needs of the Council's stakeholders, including citizens.
- 3.2 There are currently 8 elected members on the Board (4 SNP, 2 Lab, 1 Green, and 1 Con). In order to redress the political imbalance, it is proposed to alter this to 7 (2 SNP, 2 Lab, 1 Green, 1 SLD and 1 Con). It is also proposed that the Board should meet 4 times a year and that the first meeting will be held before the mid-term review.

- 3.3 It is proposed that the Board will have the power to refer reports and/or request that reports are brought to the Finance and Resources Committee, and if further scrutiny is required it will be recommended that reports be referred to the Governance, Risk and Best Value Committee for further scrutiny.
- 3.4 The Property Sub-Committee was established to oversee the investigations into the Council's Property Service including the Property Conservation and Property Care Services. Although this work has almost concluded, it is proposed that the Property Sub-Committee has oversight of the closure of the Property Conservation Programme Momentum Project, with a specific focus on scrutinising the new Edinburgh Shared Repairs Service.
- 3.5 The proposed revised remit of the Property Sub Committee is as follows:
Power is delegated to the Property Sub-Committee to:
- oversee the work of the Edinburgh Shared Repairs Service;
 - take decisions in relation to the Edinburgh Shared Repairs Service that falls within the remit of the Finance and Resources Committee in relation to financial and legal risks
 - consider any outstanding issues that require detailed scrutiny in relation to the closure of the Property Conservation Programme Momentum project.
- 3.7 It is proposed that the Property Sub-Committee meets 3 times a year.

4. Measures of success

- 4.1 The effective delivery of the Council's CGI contract and Edinburgh Shared Repairs Service.
- 4.2 The identification and solution of issues that arise in relation to the Council's CGI contract and Edinburgh Shared Repairs Service.

5. Financial impact

- 5.1 Achieving best value for the Council, its stakeholders and citizens in relation to the CGI contract and the Edinburgh Shared Repairs Service is key and the likelihood of best value being achieved will be increased through elected member oversight.

6. Risk, policy, compliance and governance impact

- 6.1 Successful scrutiny and effective decision-making in relation to the Council's ICT and Digital Services contract and the Edinburgh Shared Repairs Service will be achieved by amending the terms of reference and delegated functions of the Elected Member ICT and Digital Sounding Board.

7. Equalities impact

7.1 None.

8. Sustainability impact

8.1 None

9. Consultation and engagement

9.1 None

10. Background reading/external references

10.1

Andrew Kerr

Chief Executive

Contact: Veronica MacMillan, Committee Clerk

E-mail: veronica.macmillan@edinburgh.gov.uk | Tel: 0131 529 4283

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