

**WIRRAL COUNCIL**  
**AUDIT & RISK MANAGEMENT COMMITTEE**

28 MARCH 2011

<b>SUBJECT:</b>	<b>STRATEGIC CHANGE PROGRAMME – REPORTING TIMESCALES</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>Director of Technical Services / Programme Director (Strategic Change)</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR JEFF GREEN</b>
<b>KEY DECISION?</b> <i>(Defined in paragraph 13.3 of Article 13 'Decision Making' in the Council's Constitution.)</i>	<b>NO</b>

**1.0 EXECUTIVE SUMMARY**

1.1 The purpose of this report is to submit to the Committee timescales for the presentation of reports to Cabinet on the Strategic Change Programme as previously requested.

**2.0 RECOMMENDATION**

2.1 Members note timescales for the submission of progress reports to Cabinet as detailed.

**3.0 REASON FOR RECOMMENDATION**

3.1 Audit & Risk Management Committee resolved on 17<sup>th</sup> January 2011 that a report be presented to the next meeting of the Committee on the timescales for the presentation of reports to the Cabinet on the Strategic Change Programme.

**4.0 BACKGROUND AND KEY ISSUES**

4.1 The Strategic Change Programme was identified by this Committee at its meeting on 22 November 2010 as a critical issue for the Council and should therefore be included to the current year's audit plan; the plan was subsequently amended to reflect this.

4.2 The update from internal audit to this committee on 17<sup>th</sup> January 2011 outlined the role of internal audit in providing independent assurance to the Strategic

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Change Programme. Members commented upon the deliverability of the objectives of the Strategic Change Programme and sought assurances from officers that risks associated with the achievement of savings within planned timescales had been fully assessed. The Director of Finance indicated that details of projects included within the Strategic Change Programme would be presented to the Cabinet in due course and that it would be more appropriate to evaluate the associated risks at that time.

4.3 Members consequently asked for the reporting timetable to be submitted to this Committee.

#### 4.4 REPORTING TIMESCALES

4.4.1 Cabinet received an initial report on the content and progress of the Strategic Change Programme on the 4<sup>th</sup> February 2011. Further updates on progress of the Strategic Change Programme will be submitted to Cabinet on a six monthly basis.

4.4.2 An overall assessment of the progress of the Programme will also be reported quarterly through the Council's performance management framework.

4.4.3 The schedule of reports for submission to Cabinet is detailed below:

<b>Cabinet meeting</b>	<b>Reporting</b>
4 <sup>th</sup> February 2011	Content and progress of SCP (initial report)
21 <sup>st</sup> July 2011	Quarter 1 - Progress against Corporate plan
3 <sup>rd</sup> November 2011	Quarter 2 - Progress against Corporate plan
13 <sup>th</sup> October 2011	Content and progress of SCP (6 month review)
2 <sup>nd</sup> February 2012	Quarter 3 - Progress against Corporate plan
12 <sup>th</sup> April 2012	Content and progress of SCP (6 month review)
May 2012 (date to be confirmed)	Quarter 4 Progress /Year end outturn - Progress against Corporate plan

4.4.4 The schedule relates to the reporting of the programme overall, which will be undertaken by the Director of Technical Services/Programme Director (Strategic Change). Chief Officers may report to Cabinet separately for decisions specifically relating to individual projects, as detailed within the forward plan. Overview & Scrutiny Committees may also wish to examine projects within their work programme, which will be facilitated by the responsible project manager or Chief Officer.

## **5.0 RELEVANT RISKS**

5.1 The main risk is the non-delivery of benefits, particularly financial, of the Strategic Change Programme. This is mitigated by careful monitoring by the Strategic Change Programme Board, supported by the Strategic Change Programme Office. Risks registers are maintained by project managers. Risks managers can no longer control are escalated as issues, through a prescribed process. The Strategic Change Programme Board maintains a risk register for the programme.

5.2 The Director of Finance undertakes a quality assurance function for the Strategic Change Programme, the results of which are reported to the Programme Director (Strategic Change). Matters are subsequently referred to the Strategic Change Programme Board by exception.

## **6.0 OTHER OPTIONS CONSIDERED**

6.1 Whilst deliberating the frequency of reporting, consideration was given to the balance between being frequent enough to advise members of progress, but not so frequent that it becomes meaningless to members - given the scale of the projects - as well as costly to undertake. The Strategic Change Programme Board provides oversight to the programme between Cabinet submissions.

## **7.0 CONSULTATION**

7.1 The reporting timetable has been developed in consultation with the Strategic Change Programme Board and Corporate Planning, Communications and Engagement.

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 Not applicable.

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## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 The resources required to report progress of the Strategic Change Programme are currently being met through existing staff resources.

## **10.0 LEGAL IMPLICATIONS**

10.1 Not applicable

## **11.0 EQUALITIES IMPLICATIONS**

11.1 Equality Impact Assessment (EIA)

(a) Is an EIA required? No.

(b) If 'yes', has one been completed?

## **12.0 CARBON REDUCTION IMPLICATIONS**

12.1 Not applicable

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

13.1 Not applicable

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### **REFERENCE MATERIAL**

Internal Audit Update, Audit & Risk Management Committee, 17 January 2011

### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Cabinet	07 February 2008
	10 December 2008
	23 April 2009
	15 October 2009
	14 January 2010
	24 June 2010
	22 July 2010
	4 <sup>th</sup> February 2011
Council Excellence Overview & Scrutiny	28 October 2010
Audit & Risk Management Committee	17 January 2011