

Report to: **Special Council**

Date: **28 November 2019**

Title: **Appointments: Future IT Platforms Joint  
WD/SH Member Working Group and Devon  
Audit Partnership**

Portfolio Area: **Leader – Cllr Judy Pearce**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately**

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#### **RECOMMENDATION**

**That, for the remainder of the 2019/20 Municipal Year:**

- 1. the Council establish a 'Future IT Platforms' Joint SH/WD Member Working Group and approve the draft Terms of Reference as outlined at Appendix A;**
- 2. the Council representatives on this Member Working Group be: Cllrs Brown, Long, McKay, Spencer and Taylor;**
- 3. the Council be represented on the Devon Audit Partnership Committee and the Chairman and Vice-Chairman of the Audit Committee be appointed to serve on this Outside Body; and**
- 4. attendance at meetings of these Bodies, for the purposes of Members' Allowances, be regarded as an 'Approved Duty'.**

#### **1. Executive summary**

- 1.1 It is a requirement for the Council to make appointments to its lists of Other Groups and Outside Bodies.
- 1.2 This report seeks Council approval, for the remainder of the 2019/20 Municipal Year, to establish a 'Future IT Platforms' Joint SH/WD Member Working Group and to make appointments to serve on the Devon Audit Partnership Committee.

## **2. Background**

### **Future IT Platforms Joint WD/SH Member Working Group**

- 2.1 The current contract for the Council's Case Management ICT System expires in February 2021.
- 2.2 The Council's adopted Medium Term Financial Strategy includes provision of £150,000 per year as a contribution to the replacement of the current ICT System.
- 2.3 The Case Management System is critical to the Council's ability to operate in its Shared Services model and any replacement system must be jointly implemented across services within the Council and its Shared Service partner – West Devon Borough Council.
- 2.4 At the Executive meeting held on 18 July 2019 (Minute E.26/19 refers), Members resolved to support the procurement of a replacement System and also to delegate authority to the Head of IT Practice to commence detailed implementation planning.
- 2.5 To ensure that the future ICT System is aligned to the Corporate Priorities of both Councils and is fully operational by February 2021, it is proposed that a Joint Working Group is formed that comprises of Members from both Councils.
- 2.6 It is suggested that the primary purpose of forming a Joint Working Group is to provide oversight of the progress of the project delivery and to provide approval to proceed at key project junctures;
- 2.7 A detailed project plan is currently being developed with the proposal to hold the first Group meeting in the next few months in order to formally agree the Project Plan and procurement route;
- 2.8 Officers are proposing that five Members from each Council are appointed to serve on the Working Group. The Group Leaders and Independent Members have been consulted and the following nominations have been made:
  - Cllr Brown;
  - Cllr Long;
  - Cllr McKay;
  - Cllr Spencer; and
  - Cllr Taylor.
- 2.9 A draft set of Terms of Reference for the proposed Working Group are detailed at Appendix A.

### **Devon Audit Partnership Committee**

- 2.10 At its meeting on 21 March 2019, the Council approved an Audit Committee recommendation whereby the Council should 'join the

Devon Audit Partnership as a Non-Voting Partner from 1 April 2019 (or as soon as is reasonably practicable thereafter)' (Minute 68/18 refers);

2.11 As part of the Partnership arrangement, the Council has been advised that it is entitled to nominate two representatives to serve on the Partnership Committee (that is administered by Devon County Council) and that, ideally, these roles should be filled by the Chairman and Vice-Chairman of the Audit Committee;

2.12 Group Leaders have consequently been invited to submit their nominations to these two positions and it is recommended that the Chairman and Vice-Chairman of the Audit Committee be appointed.

### **3 Options available and consideration of risk**

3.1 Member involvement from both councils in the Future ICT Platforms project is considered to be vitally important and the establishment of a Joint Member Working Group will help to meet this requirement.

### **4. Proposed Way Forward**

4.1 It is recommended that the Council establishes (and makes appointments to) the 'Future ICT Platforms' Joint Member Working Group and appoints two representatives to serve on the Devon Audit Partnership Committee.

## **6. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council Constitution requires the Council to approve the list of (and appointments to) the lists of Other Groups and Outside Bodies.
Financial implications to include reference to value for money	Y	Attendance at meetings of Outside Bodies is already budgeted for within the Members' Allowances budget. To ensure value for money, Members appointed to Outside Bodies are encouraged to provide regular feedback and consultation on issues affecting the Bodies concerned.
Risk	Y	In the event of any Member finding themselves in a position where interests conflict, they are strongly encouraged to seek early advice of the Council's Monitoring Officer.

Supporting Corporate Strategy	Y	Council Theme – <i>delivering efficient and effective services</i>
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	N/A
Safeguarding	N	N/A
Community Safety, Crime and Disorder	N	N/A
Health, Safety and Wellbeing	N	N/A
Other implications	N	None

### **Appendices:**

A – Draft Terms of Reference for the Joint WD/SH Member Working Group.

### **Background Documents:**

Council Constitution;  
Executive agenda and minutes – 18 July 2019 meeting; and  
Council agenda and minutes – 21 March 2019 meeting.