Report to Leader of the Council

Decision to be taken on or after 11 July 2016

**Decision can normally be implemented at least
3 working days after decision has been signed.**

Cabinet Member Report No L02.16

Title:	**Operating Framework**
Date:	1 July 2016
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Local members affected:	All

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

Cabinet approved a new Operating Framework for the Council in December 2014. It was agreed to review this document annually to ensure that it is maintained as a live document. Appendix 1 sets out an updated copy of the Operating Framework with minor amendments.

The purpose of the Operating Framework is to set out an overview of organisational requirements for Council staff, particularly managers, to understand how the new future shape model of the Council works including respective accountabilities and responsibilities of different parts of the organisation – HQ and BUs.

Recommendations

1. **To agree to adopt the revised updated Operating Framework as set out in Appendix 1 of this report.**

2. **To agree to give delegated authority to the Chief Executive, following consultation with the Leader and relevant Cabinet Members, to make minor subsequent changes to the document at least annually.**

A. Narrative setting out the reasons for the decision

Updates to the current Operating Framework are proposed in order to ensure that the document is kept up-to-date so it can be used as the key source of information for managers on organisational requirements.

Following consultation with the Council's Leadership Team the changes identified which have been incorporated into the revised document are in summary as follows:
- Stylistic—To improve the understanding by staff of how the Operating Framework requirements relate to other key governance documents each chapter now has a list of key supporting policies & procedures and identifies the relevant accountable professional lead; each chapter now also is clear on the organisational outcomes desired in relation to relevant aspects of running the business as well as the process requirements.
- Accuracy—team names & post holders have been updated to reflect staffing changes.
- New content on health & safety and project management is included.

B. Other options available, and their pros and cons

The alternative option is to not update the Operating Framework. This would be detrimental to good governance as it would mean that either that the rules of the organisation would not be updated to meet changing requirements and inflexible or that the document would become increasingly out of date and thereby significantly less useless as a key governance document for staff, particularly managers.

C. Resource implications

There are no resource implications from this key decision. The implementations of the delivery of the requirements set out in this document have been built into the resources of HQ and BUs.

D. Value for Money (VfM) Self Assessment

This document supports value for money across the whole of the Council, including a chapter on financial management.

E. Legal implications

There are no new substantive requirements introduced in this update to the Operating Framework and therefore no new legal implications.

F. Property implications

There are no new property implications from this key decision.

G. Other implications/issues

None.

H. Feedback from consultation, Local Area Forums and Local Member views

Feedback from staff, particularly the Council's senior leadership team, has helped to identify the updates to the Operating Framework. Employees, particularly managers,

are the primary intended audience for this document in terms of being active users; the consultation has therefore focused on meeting their needs.

There are no substantive policy implications arising from the changes proposed and therefore there is no direct impact on the public from this key decision as this document is an internally facing governance document on how the organisation is run. There is no impact on Member divisions and therefore no consultation with all Members has been required.

I.   Communication issues

Once agreed, the updated document contents will be communicated to staff across the organisation.

J.   Progress Monitoring

HQ Assurance will monitor progress in the implementation of the Operating Framework through quarterly exception reporting, as well as facilitating Business Units to have action plans to ensure that all elements of the Operating Framework requirements are implemented.

K.   Review

The policy forming part of this decision will be reviewed annually.

Background Papers

Link to original Cabinet Member Decision:
http://democracy.buckscc.gov.uk/ieDecisionDetails.aspx?ID=3757

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Member Services Team by 5.00pm on 8 July 2016. This can be done by telephone (to 01296 387969), or e-mail to democracy@buckscc.gov.uk