

## **Draft Terms of Reference – Publica Review Working Group**

### **Membership**

The Publica Review Working Group will have cross-party membership of 4 members appointed by Council based on nominations made by political groups. The Chair will be selected by the Working Group at its first meeting. The Working Group may also select a Vice-Chair.

The apportionment of seats is as follows:

- Liberal Democrat Group – 2 seats
- Conservative Group – 1 seat
- Green Group or Independent Member – 1 seat

Nominated councillors:

- Angus Jenkinson
- Len Wilkins
- Tristan Wilkinson
- TBC (Green Group or Independent Member)

### **Officer Support**

Democratic Services will organise and support the meetings of the Working Group and produce any notes or actions arising from the meetings.

The Chief Executive will advise the Working Group with input from the Chief Finance Officer, Director of Governance and other officers as required.

### **Background and rationale**

The Council has agreed that the majority of services currently provided by Publica on behalf of the Council will be returned to Council. This is a large and important project for the Council.

An Interim Programme Director has been appointed to oversee the transition including the production of a detailed transition plan.

The role of the Working Group will be to receive updates and provide member oversight of the transition programme as part of the wider governance arrangements for the Publica Review. The role of the Working Group is in addition to the oversight provided by the Council's Overview and Scrutiny Committee.

### **Purpose of the Working Group**

The purpose of the review is to provide additional member oversight of, and input into, the programme for transitioning services from Publica to the Council, including prior to any significant decisions to be taken by the Council.

The Working Group has no powers to take decisions or formulate recommendations but may wish to provide comments to the Overview and Scrutiny Committee, which is

empowered to submit recommendations to Cabinet or Council, or to provide comments/updates to Council directly.

### **Meetings**

The Working Group will hold meetings virtually or in person at the Council's Trinity Road Offices in Cirencester. All meetings will be held in private.

The first meeting will take place in late-May or early-June 2024. Meetings will subsequently be scheduled to take place every 2-3 months for the duration of the transition.

Scheduled meetings may be cancelled if in the view of the Chief Executive there is no business for the Working Group to consider.

### **Background documents**

[Publica Review report to Full Council, 2 November 2023](#)

[Annex B to Publica Review report: Strategic Review of Publica Services by Human Engine](#)

[Local Insourcing from Publica - Local Partnerships report](#)