

Draft Terms of Reference – Publica Review Working Group (version 2)

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
- Andrew Maclean
- Len Wilkins
- Tristan Wilkinson

Officer Support

Democratic Services will organise the meetings of the Working Group. Headline notes/actions will be captured by the Interim Programme Director.

The Chief Executive will advise the Working Group with input from the Interim Programme Director, 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 Working Group will receive updates on the transition programme, as part of the wider governance arrangements and member engagement process the Chief Executive and Leader of the Council are keen to ensure takes place. The role of the Working Group is not to duplicate the Council's Overview and Scrutiny Committee. Membership of the group reflects nominations by group leaders and where possible has sought to ensure that 'backbench' members get an opportunity to hear how the review process is going.

Purpose of the Working Group

The Working Group has no powers to take decisions or formulate recommendations but may wish to provide comments to officers or 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 meet 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](#)