

CORPORATE MANAGEMENT MEETINGS

1. CORPORATE MANAGEMENT TEAM

Purpose: To give leadership and direction to the organisation so that the overall objectives of the Council and outcomes of the corporate plan are achieved through:-

- Reviewing performance and delivery of the corporate plan against agreed milestones and performance targets and reporting to and being accountable to Cabinet and Council for overall Council performance and delivery
- Developing, implementing and reviewing strategic budget ,financial management and strategic risk strategies
- Developing and implementing an organisational change framework to deliver the Corporate Plan and Medium Term Financial Strategy requirements
- Reviewing financial and budgetary control to ensure the Council's overall revenue and capital budgets are not exceeded.
- Developing and implementing appropriate workforce development strategies and reviewing the capacity and capability of the organisation and implementing any necessary change
- Keeping abreast of new developments, legislative change, changing service need, partner agencies plans ,demographic and community trends in order to effectively forward plan and implement change to ensure policies, strategies and plans are relevant and effective
- Ensuring that the Council has relevant and effective external partnerships and community engagement in order to deliver required outcomes
- To review and take necessary action in relation to Governance and the business management of the Council in relation to member meetings, constitution and in ensuring an effective interface between the officer and political structures
- Considering and Setting up and reviewing appropriate corporate boards and project teams to deliver specified outcomes within an agreed framework that monitors progress and evaluates the impact / effectiveness of them and agreeing the deployment and reallocation of corporate resources where required to meet changing needs and priorities
- Provide leadership on strategic internal and external communication issues

CORPORATE MANAGEMENT MEETINGS

Frequency – Weekly (as required) Tuesdays 9.00am – 10.30am

- Membership -
- Managing Director (chair) - Dave Burbage
 - Director of Children's Services - John Coughlan*
 - Associate Director of Public Health - tba
 - Head of Adult Social Care and Community Wellbeing – Mark Howell
 - Chief Fire Officer – Steve Apter
 - Head of Corporate Governance and Monitoring Officer – Davina Fiore
 - Head of Finance and Section 151 Officer – Stuart Fraser
 - Head of Economy and Tourism – John Metcalfe
 - Head of Planning and Regulatory Services- Bill Murphy
 - Head of HR and Organisational Development – Claire Shand

*Attendance will rotate between John Coughlan and members of his Directorate Management Team - Steve Crocker, John Clarke, Felicity Roe,

2. CORPORATE PLAN PROJECT AND STRATEGIC BOARDS

Purpose:

- Deliver specific terms of reference
- Commission and receive expert advice as necessary
- Ensure effective management and leadership of the corporate priorities relevant to the project
- Ensure delivery of project milestones to agreed timescales and within budget
- Manage and resolve key risks
- Co-ordinate Stakeholder Engagement
- Provide opportunity for Member Review Panels to scrutinise progress of project

Frequency - Monthly / Bi-monthly

Membership – Head of Service (Chair), Programme Lead, other senior managers as required, legal, HR and financial representation

Current Boards:

Health and Safety
Equality and Diversity
Information Governance
Organisational Development

CORPORATE MANAGEMENT MEETINGS

3. SENIOR MANAGEMENT CONFERENCE

Purpose:

- Identify key challenges for the forthcoming year and means of addressing these
- Opportunity for management development
- Consider progress in dealing with staff related issues (outcome of staff engagement)
- Networking

Frequency - Annually

Membership - CMT, Strategic Managers and Senior Managers as identified by their Heads of Service

4. SERVICE MANAGEMENT TEAMS

Purpose: To manage the delivery of the overall service objectives and agreed business plans and to provide a direct link to and from Corporate Management Team on the delivery of the Corporate Plan. Each service also holds monthly Service Boards that review budget monitoring, performance management and risk management.