



Governance, Audit and Scrutiny Committee 7 March 2016	Report by Chairperson
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GAS Committee Scrutiny Initiation Document

Title of Review *(succinct description of review subject and focus)*

Vehicle Workshops Joint Collaboration – Project Review

Aims/Objectives *(what you want to achieve – should not be too many, too vague or too ambitious)*

To review the Authority’s Partnership arrangement in respect of the Vehicle Workshops Collaboration project. To determine whether the project proved robust, achieved the combined strategic objectives of both Services, met its planned financial and operational target and the project will prove VFM. To review Business case, duration and resource forecast.

Outcomes *(changes, benefits, learning or other effects that happen as a result of the review)*

To determine whether the project proved to be a robust model for future collaboration opportunities.

Projected Timeline *(needs to be realistic and allow for reporting routines)*

Aim to provide draft report at Oct / Nov 2016 GAS

Headline questions to be asked *(to be able to deliver the objectives and outcomes)*

Were project timelines realised? To-date, have there been efficiencies and appropriate savings? What are the forecast savings? Is there an opportunity to provide a service to vehicles other than Police or Fire? What were the challenges experienced? What would CMT do differently? Has there been a reduction in manpower? Lessons learned? What were the Governance arrangements?

Evidence to be sought *(may be documentary or verbal analysis, data etc)*

Minutes of project review meetings including costing model updates. Actual –v- Planned financial performance.

Key Officers/Players *(i.e. partners, clients, peers etc)*

Lead Officers (HFRS and Police)

Resources required *(e.g. background information, policies etc)*

Governance arrangements, access to relevant minutes / accounts / project reviews.

