

CFA Management Information Systems Procurement Project

Members Reference Group

Terms of Reference – V1.0 13 January 2015

Procurement Scope

The major business systems that support social care and support to children and families. Currently these are Capita One, Northgate Swift/AIS, OfficeBase, and Adults Finance Module (AFM).

Purpose of the Group

To engage with the procurement exercise and decisions, so that members are aware of the rationale, direction of travel and outcome, and have the opportunity to discuss, challenge, influence and support the project.

Specific activities

- Receive and discuss reports on project progress, plans and milestones.
- Regularly review arrangements for consultation and engagement with front line staff.
- Examine and keep under review the business case behind any recommendation
- Regularly review arrangements for ensuring that solutions are fit for purpose
- Review the management of risk and issues associated with the project.
- Ensure that key strategic issues are considered, including partnership arrangements with Health and others.
- Examine key questions in advance of decisions being recommended to Committees.

Frequency of Meetings

Meetings will be bi-monthly.

Information will be circulated about any key risks or issues that emerge between meetings.

If necessary additional meetings can be called.

Group Membership

The group will consist of

Three Members from the Children and Young People Committee

Three Members from the Adults Committee

One Member from the Health Committee