

Terms of Reference for Business Improvement Sub-Committee

1. The Chairman of this Sub-Committee will be a Member of the Overview and Scrutiny Committee having been elected by the Sub-Committee
2. Scrutinise business improvement proposals focusing on the most significant in terms of benefit, effect upon services and risk
3. Encourage consideration of best practice
4. Monitor progress including post-implementation review
5. Report findings and recommendations in terms of benefits, effect upon services, risk and progress to Overview and Scrutiny
6. To investigate other matters related to operational effectiveness and business improvement that the Overview and Scrutiny Committee or the Finance and Performance Sub-Committee might request be investigated
7. To liaise with other Sub-Committees to avoid duplication of activity
8. To make recommendations to Overview and Scrutiny Committee and discharge functions externally, where appropriate.

June 2016