

Creating Central Bedfordshire

Priory House
Monks Walk
Chicksands
Shefford SG17 5TQ

Interim Chief Executive
Jaki Salisbury

TO : EACH MEMBER OF THE SHADOW EXECUTIVE

12 December 2008

Dear Councillor

CENTRAL BEDFORDSHIRE SHADOW EXECUTIVE – Tuesday 16 December 2008

Following the Chairman's Briefing for the above meeting held on 11 December 2008, Members are advised as follows: -

Agenda Item	Description
SD2	<p>LOCAL AUTHORITY MODERNISATION PROJECT (LAMP) PROJECT FOR CENTRAL BEDFORDSHIRE COUNCIL</p> <p>Amend the last sentence under Financial Implications as follows:-</p> <div style="border: 1px solid black; padding: 5px;"><p>This is a one-off cost of £1,060,000 with on-going savings of at least £243,000 per annum giving a payback of just over 4 years.</p></div>
CR2	<p>IMPLEMENTATION PLAN MONITORING REPORT</p> <p>The Shadow Executive at its last meeting requested that details of the ICT Transition Plan (including SAP) be circulated.</p> <p>Please find attached a short PowerPoint document setting out the ICT Programme Plan for the transition period with appropriate milestones for each part of the programme. The programme has been put together by Simon Woods, Programme Manager in ICT and validated by the ICT community and Deloitte.</p> <p>A style has been adopted which it is hoped is easy to visualise and track over the forthcoming weeks and this is of course a summary of a considerable amount of underlying detail. The plan does not cover work which is not essential to day 1 delivery and has been considerably de-scoped from its original form a few weeks ago.</p>

The front page provides a summary and the latter pages a breakdown of the key areas where red or amber flags are showing.

It is hoped that this meets the expectations of Shadow Executive members. Please would Members call either Clive Heaphy or Simon Woods if they have any questions or points of clarification

CR3

LUTON AND SOUTH BEDFORDSHIRE JOINT COMMITTEE

Amend recommendation 1 as follows: -

That the arrangements as set out in paragraph 2 of the report to the Luton and South Bedfordshire Joint Committee on 28 November 2008 for (a) the continuation of the existing Section 29 (planning) Joint Committee until 1 April 2012, and (b) parallel arrangements for the Section 101 (transportation) Joint Committee, including their respective Member composition, be approved.

FORWARD PLAN

Attached is the Forward Plan for the period 1 January to 30 April 2009.

If you have any queries please do not hesitate to contact me on 0845 849 6257.

Yours sincerely














Sandra Hobbs
Committee Administrator

SAP WORKSTREAM - ISSUES

SAP	REQUIREMENTS	PERMANENT SERVERS DELIVERED	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	INTERNET PAYMENTS IMPLEMENTED
- Environments	REQUIREMENTS	PERMANENT SERVERS DELIVERED	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	INTERNET PAYMENTS IMPLEMENTED
- ePayments/Income	REQUIREMENTS	DESIGN DOCUMENTS SIGNED OFF	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	
- Finance	REQUIREMENTS	DESIGN DOCUMENTS SIGNED OFF	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	
- HR	REQUIREMENTS	DESIGN DOCUMENTS SIGNED OFF	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	
- Procurement	REQUIREMENTS	DESIGN DOCUMENTS SIGNED OFF	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	
- Payroll	REQUIREMENTS	DESIGN DOCUMENTS SIGNED OFF	PERMANENT SERVERS	INTERFACES WRITTEN	PERMANENT SERVERS CONFIGURED	TESTING COMPLETED	







Project	Status	Issue	Action required/being taken`	Last updated
Internet Payments/Income	RED	Final report on business process requirements not yet provided.	Impact to be assessed once requirements known.	11/12/08
Finance & HR	AMBER	HR structures, cost codes and project codes provided for SAP later than planned.	Flagged to senior management team through ICT programme issue (ICTXXX99_6). Impact being monitored.	11/12/08

SOCIAL CARE/EDUCATION - ISSUES

Social Care/Education										
	HOSTING ARRANGEMENTS AGREED 									
- SWIFT								FLAGGING OF CLIENTS COMPLETED 		TESTING COMPLETED 
- TRIBAL	FINAL DECISION TO SHARE OR DISAGGREGATE 	TERMS OF REFERENCE FOR SCOPING COMPLETED 	INFORMATION COMMISSIONER SIGN-OFF 	SCOPING EXERCISE COMPLETED 				FINANCIAL INTERFACES AND REPORTING SETUP COMPLETE 		
- Connexions (CCIS)	DECISION TO DISAGGREGATE 		PLAN FOR CUTOVER TO CSC COMPLETED 					PERMANENT SERVERS CONFIGURED 	TEST MIGRATION COMPLETED 	TESTING COMPLETED 

Project	Status	Issue	Action required/being taken`	Last updated
SWIFT (Social Care system)	AMBER	Resource to project manage the works not yet recruited.	Tim Hoyle (Social Services IT Manager) tasked with obtaining resource. Once recruited milestones will be reviewed.	12/12/08
TRIBAL (Education Management System)	AMBER	The complexity around the governance of TRIBAL at BCCHas lead to delays in the decision making process.	The terms of reference for a scoping exercise are nearly complete. Sign-off will be sought from service managers. Milestones will be updated once scoping complete.	12/12/2008

CUSTOMER CONTACT - ISSUES

<p>Customer contact</p> <ul style="list-style-type: none"> - Website infrastructure - Telephony infrastructure 		<p>TECHNICAL SETUP AGREED</p>		<p>REQUIREMENTS</p>			<p>TEMPORARY WEB ENVIRONMENT COMPLETED</p>			<p>PLAN FOR CUTOVER TO CBC COMPLETED</p>			<p>PERMANENT WEB ENVIRONMENT CONFIGURED</p>			<p>NEW CBC WEB CONNECTION IMPLEMENTED</p>
---	---	-----------------------------------	---	---------------------	--	---	--	--	---	--	--	---	---	--	---	---

Project	Status	Issue	Action required/being taken	Last updated
Telephony Infrastructure (Specifically for customer contact)	RED	Requirements have not been received and therefore the detailed works required cannot be planned.	ICT transition lead collating information/costings for the various options. To be relayed to management team. ICT transition team continuing to seek final decision.	12/12/08

**Central Bedfordshire Shadow Executive
Forward Plan of Key Decisions
1 January 2009 to 30 April 2009**

- 1) During the period from **1 January 2009 to 30 April 2009**, Central Bedfordshire Shadow Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Shadow Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £500,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising two or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Shadow Executive and will be updated on a monthly basis. Key decisions will be taken by the Shadow Executive as a whole. The Members of the Shadow Executive are:

Member	Portfolio
Cllr Mrs Tricia Turner MBE	Leader of the Shadow Executive and Leader of the Shadow Council
Cllr Philip Penman	Vice-Chairman of the Shadow Executive and Deputy Leader of the Shadow Council
Cllr Mark Chapman	Support across all portfolios/transitional task forces
Cllr Norman Costin	Portfolio for Children, Young People and Families
Cllr Mrs Rita Drinkwater	Portfolio for Business Transformation
Cllr Maurice Jones	Portfolio for Corporate Services
Cllr Ken Matthews	Portfolio for Sustainable Development
Cllr Peter Rawcliffe	Portfolio for Social Care, Health and Housing
Cllr Duncan Ross	Support across all portfolios/transitional task forces
Cllr Peter Snelling	Portfolio for Safer and Stronger Communities
Cllr Richard Stay	Support across all portfolios/transitional task forces
Cllr John Street	Support across all portfolios/transitional task forces

- 3) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Shadow Executive about the matter in respect of which the decision is to be made should do so to the contact Member, or to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact Member or officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Democratic Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 4) The agendas for meetings of the Shadow Executive will be published as follows:

Meeting Date	Publication of Agenda
10 June 2008	2 June 2008
05 August 2008	28 July 2008
02 September 2008	22 August 2008
30 September 2008	22 September 2008
28 October 2008	20 October 2008
25 November 2008	17 November 2008
16 December 2008	8 December 2008
20 January 2009	12 January 2009
17 February 2009	9 February 2009
17 March 2009	9 March 2009
14 April 2009	2 April 2009
12 May 2009	4 May 2009

Central Bedfordshire Shadow Council

Forward Plan of Key Decisions for the period 1 January 2009 to 30 April 2009

Key Decisions

Date of Publication: 12 December 2008

Ref No.	Issue for Key Decision by the Executive	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
1.	Enforcement Policy in line with the Regulatory Enforcement and Sanctions Act 2008	20 January 2009	Portfolio Holder (Safer and Stronger Communities)	Report	Comments by 17/12/08 to Contact Officer Susan Childerhouse, Work Environment Manager susan.childerhouse@midbeds.gov.uk Tel: 01462 611394
2.	Implementation Plan Monitoring Report	20 January 2009	Transitional Task Forces	Report and Plan	Comments by 17/12/08 to Contact Officer Simon Redmore, Deputy Chief Executive, Mid Beds District Council simon.redmore@midbeds.gov.uk Tel: 01462 611255
3.	Capital Programme 2009/10 - 2012/13	20 January 2009	Portfolio Holder (Corporate Resources)	Report and Plan	Comments by 17/12/08 to Contact Officer David Sutherland, Chief Finance Officer david.sutherland@midbeds.gov.uk Tel: 01462 611080

Ref No.	Issue for Key Decision by the Executive	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
4.	Members' Allowances 2009/10 - Financial implications of the recommendations of the Independent Remuneration Panel	20 January 2009	Transitional Management Team	Report	Comments by 17/12/08 to Contact Officer Rob Mills, Scrutiny & Committees Manager rob.mills@southbeds.gov.uk Tel: 0845 849 6274
5.	Creating Central Bedfordshire: Property and Accommodation Issues	20 January 2009	Portfolio Holder Corporate Resources TTF	None.	Comments by 17/12/08 to Contact Officer Clive Heaphy, Director of Corporate Resources, CBC clive.heaphy@midbeds.gov.uk Tel: 01462 611421
6.	General Fund Revenue Budget	17 February 2009	Portfolio Holder (Corporate Resources) Directors	Report	Comments by 23/01/09 to Contact Officer Clive Heaphy, Director of Corporate Resources, CBC clive.heaphy@midbeds.gov.uk Tel: 01462 611421
7.	Implementation Plan Monitoring Report	17 February 2009	Transitional Task Forces	Report and Plan	Comments by 23/01/09 to Contact Officer Simon Redmore, Deputy Chief Executive, Mid Beds District Council simon.redmore@midbeds.gov.uk Tel: 01462 611255

Ref No.	Issue for Key Decision by the Executive	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
8.	Key ICT Policies (including ICT knowledge and information management policies, currently anticipate submission of ICT Acceptable Use Policy, Data Protection Act, Freedom of Information Act, Environmental Information Regulations, Re-Use of Public Sector Information Regulations, however some of the above may be submitted to the meeting on 17.3.09.)	17 February 2009	Directors Portfolio Holder (Corporate Resources)	Report	Comments by 23/01/09 to Contact Officer Rob Wood, Head of ICT, CBC rob.wood@midbeds.gov.uk Tel: 01582 474161
9.	Medium Term Property Strategy	17 February 2009	Portfolio Holder (Corporate Resources)	None.	Comments by 23/01/09 to Contact Officer Clive Heaphy, Director of Corporate Resources, CBC clive.heaphy@midbeds.gov.uk Tel: 01462 611421
10.	Central Bedfordshire Local Area Agreement	17 February 2009	LSP Partners Go East Audit Commission	Report	Comments by 23/01/09 to Contact Officer Ian Porter, Head of Service Policy, Partnerships & Performance Tel: 01234 276067
11.	Food Safety Service Plan to be approved	17 March 2009	Proprietors of businesses where the Council have a duty of enforcement under the Food Hygiene (England) Regs 2005.	None	Comments by 20/02/09 to Contact Officer Susan Childerhouse, Work Environment Manager susan.childerhouse@midbeds.gov.uk Tel: 01462 611394

Ref No.	Issue for Key Decision by the Executive	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
12.	Equality and Diversity Positioning Statement	17 March 2009	Management Team	Report	Comments by 12/12/08 to Contact Officer Ian Porter, Head of Service Policy, Partnerships & Performance Tel: 01234 276067
13.	Health & Safety Service Plan to be approved	17 March 2009	Proprietors of businesses where the Council have a duty of enforcement under the Health & Safety at Work Act 1974	None	Comments by 20/02/09 to Contact Officer: Susan Childerhouse, Work Environment Manager susan.childerhouse@midbeds.gov.uk Tel: 01462 611394
14.	Key ICT policies (including ICT knowledge and information management policies, currently anticipate submission of Members ICT Provision, Records Management Policy, Information Governance Policy. However some of the above may, if available, be submitted to the meeting on 17/02/09.)	17 March 2009	Directors Portfolio Holder (Corporate Resources)	Report	Comments by 20/02/09 to Contact Officer Rob Wood, Head of ICT, CBC rob.wood@midbeds.gov.uk Tel: 01582 474161
15.	Implementation Plan Monitoring Report	17 March 2009	Transitional Task Forces	Report and Plan	Comments by 20/02/09 to Contact Officer Simon Redmore, Deputy Chief Executive, Mid Beds District Council simon.redmore@midbeds.gov.uk Tel: 01462 611255

Ref No.	Issue for Key Decision by the Executive	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
16.	Customer Services Strategy	17 March 2009	Portfolio Holder (Business Transformation) Directors	Report	Comments by 20/02/09 to Contact Officer Clive Jones, Director of Customer Services clive.jones@midbeds.gov.uk Tel: 01462 611168
17.	Community Engagement Strategy	17 March 2009	Portfolio Holder LSP Partners	Report	Comments by 20/02/2009 to Contact Officer Ian Porter, Head of Service Policy, Partnerships & Performance

Postal address for Contact Officers: **A: Mid Beds District Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ**
B: South Bedfordshire District Council, The District Offices, High Street North, Dunstable, Bedfordshire LU6 1LF
C: Bedfordshire County Council, County Hall, Cauldwell Street, Bedford MK42 9AP

Central Bedfordshire Shadow Executive Forward Plan of Decisions on Key Issues

The following table sets out the dates on which the Central Beds Shadow Forward Plan will be published in 2008/09:

Date of Publication	Period of Plan
14.05.08	1 June – 30 September 2008
13.06.08	1 July – 31 October 2008
17.07.08	1 August – 30 November 2008
15.08.08	1 September – 31 December 2008
16.09.08	1 October 2008 – 31 January 2009
10.10.08	1 November 2008 – 28 February 2009
14.11.08	1 December 2008 – 31 March 2009
12.12.08	1 January – 30 April 2009
17.01.09	1 February – 31 May 2009
15.02.09	1 March – 30 June 2009
17.03.09	1 April – 31 July 2009
16.04.09	1 May – 31 August 2009