

Creating Central Bedfordshire

												Completed Milestones	At Risk Milestones	Delayed Milestones	On-Track Milestones	Future Milestones				
KEY MILESTONES from Implementation Plan																				
Line Nos.	Resp.	2008										2009								
		Mar-08	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-09	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Strategic Leadership	SR																		
2	Strategic Leadership structures approved and set in place	JS		ShadAuthority, ShadExecutive, CBIT, and TTFs (10th)																
3	Agree Transitional Constitution	BM		Agreed at first sitting of the ShadAuthority (10th)																
4	Approve the Creating Central Bedfordshire Implementation Strategy	SR		Approval given to the IS (10th)																
5	Vision and Strategic Plan for Central Bedfordshire Council	JS			Agree 1st draft - Emerging Priorities & Vision	Confirm draft Emerging Priorities & Vision (10th)	1st draft - Strategic Plan	Final version - CBC Vision	Final version - Strategic Plan											
6	Transition Programme Plan and Risk Analysis for approval	SR				Approve Programme Plan & Risk analysis (10th)	Monthly review of Risks / Issues													
7	Agree CBC management structure and senior appointments	JS				Agree CBC mgt structure and senior appts. (10th)														
8	Create single LSP for Central Bedfordshire, which will produce its own LAA and agree national indicators	RWf									Agree membership to CBC's LSP			Agree CBC LAA for 2009-2011						
9	Equalities and Diversity Strategy for CBC	SR									Agree CBC Equalities & Diversity Strat.									
10	Establish Performance Management Framework for 2009.	PS									Agree Perf. Mgt Framework for 2009									
11	Consult on and propose CBC targets for the new National Indicators - under LAA	PS												Agree targets for Nat. Indicators						
12	Develop New Constitution for approval	BM												Agree New Constitution						
13	Elections for new Central Bedfordshire Council	JR																Elections (tbc)		
14	Finance and Assets																			
15	Section 24 Directions and consents	BM		Agree general and specific consents																
16	Financial planning & budgeting	DS		Agree 2008-09 transitional budget	Update December Bid financial data					Agree formula & specific grant splits with BBC & CLG	Finalise 2009/10 taxbase		Publish 1st draft 2009/10 Budget	Agree 2009/10 Budget & Council Tax	Start Council Tax billing					
17	Compile accurate & comprehensive records of assets, liabilities	DS / RE		BCC info packs released	Complete compilation of information															
18	Monitor delivery costs and savings accrued	DS				Submit 1st budget monitoring report				Submit 2nd budget monitoring report			Submit 3rd budget monitoring report		Submit 4th budget monitoring report					
19	Accommodation Strategy	TC						Agree interim accommodation strategy (5th)					Agree detailed initial & med term accommodation strategy							
20	Notional (2008/09) budget requirement, notional council tax requirements and notional Band D council tax figures	DS								Agree notional amounts										
21	Service Design	MEH																		
22	Evaluate and propose options for joint-working, partnership and shared services delivery	MEH / PS			Complete proposal on shared-services	Agree initial report on shared-services (10th)														
23	Project Initiation Documents (PIDs)	MEH / PS			Sign off PIDs from workstreams															
24	Business Plans developed for the services that CBC will provide and deliver; and an umbrella Directorate Plan	MEH					1st Draft - Services' Business Plans & Directorate Plan			Approve final version - Services' Business Plans										

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25	Negotiation of SLAs and contracts for shared services	MEH										Start negotiations on SLAs and contracts						
26	Children Services	JD								Agree partnership arrangements		Agree Policies & Procedures		CBC Children's Trust established				
27	Adult Social Care (milestones tbc)	TK								Complete partnership arrangements				Joint Strategic Needs Assessment (JSNA)	Assmt of delivery arrangements, including Safeguarding protocols			
28	Highways (further milestones tbc after 21st May meeting)	RWf			Scoping meeting on 2nd. Amey contract presentation on 21st.									Agree Partnership arrangements				
29	Neighbourhood Engagement and Customer Empowerment	CJ2																
30	Customer Engagement shared-services proposal	CJ2						Customer Engagement shared-services proposal completed										
31	Develop future role of town and parish councillors	CJ2										Councillors' role proposal completed						
32	Develop an enhanced customer service strategy	CJ2												Customer First Strategy completed and approved by Shad.Exec. (17th)				
33	Develop further opportunities for community and voluntary engagement	CJ2												Community Engagement Strategy completed and approved by Shad.Exec. (17th)				
34	ICT	RW																
35	ICT systems and infrastructure	RW			Finalise ICT PID (3 streams and 19 projects)		Interim branding template for CBC website & propose medium term IT accommodation strategy				Agree strategic choice of service systems & disaggregation of County ICT assets & deliver initial website platform and email					Deliver working core infrastructure (1st)		
36	Communications	RE																
37	Communication Strategy	RE			Agree Transition Comm. Plan				Agree CBC Comm. Strategy									
38	CBC Brand Identity	RE											Agree CBC Brand Identity					
39	Brand Identity Implementation Plan	RE												Approve Brand Identity Impl. Plan				
40	Form and lead Staff Sounding Board platform	SR				1st meeting												
41	Culture and People	MW																
42	Trade union engagement - monthly meeting to negotiate staff transfer terms, & agree on local protocols for recruitment	MW	1st meeting started															
43	Appoint Senior Managers	MW			Appoint Interim CYPF Director	Open Recruitment commences	Identify 'ringfence' for Head of Services			Statutory Directors appointed	Non-statutory Directors appointed							
44	People Management Protocols	MW				Approve People Management Protocol												
45	Develop and submit a recruitment strategy to give directions to appointments	MW				Approve Snr.Mgt. Recruitment Strategy												
46	Employee structures	MW				Detailed information available												

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47	Pay / grading review; and agree new Policy	MW				Approve Snr.Managers' pay		Approve pay / grading and remun. policy														
48	HR Strategy paper for approval	MW						Approve HR Strategy														
49	Policy statement on redundancy compensation	MW						Approve Policy Statement on redundancy compensation														
50	Agree principles for automatically transferring staff	MW							Approve automatic transfer principles		Agree disaggregation of staff											
51	Organisational Development and Training Plan	MW								Approve Org.Dev. & Training Plan												
52	Resolve equal pay issues	MW													Approve Equal Pay resolution							
53	Key Corporate Projects																					
54	Inspections of Community Services; Annual Performance Assessment (APA); Comprehensive Area Assessment (CAA)	CMc			Adult Soc.Care/Comm.L.earning/Safeguarding (SOVA)				APA of Childrens Services												Comprehensive Area Assessment (tbc - from April onwards)	
55	Eco-Towns	GA				Consult on shortlist & prelim. appraisal				Consult on draft policy statement & full sust. appraisal					Publish policy statement							
56	Dunstable / Luton Bus-way	RWt					LBC and BCC to conclude legal agreement															
57	Business Transformation project (Modena)	SR							Business transformation report completed							Approve improvements implementation plan						
58	Energy from waste	GA							PFI outline Business Case	Submission to DEFRA		Submit Planning application			Publish in OJEU							
59	Growth Agenda (tbc)	AB																				
60	The National Institute for Research into Aquatic Habitats (NIRAH) project.	GA																			Submit detailed planning application	
61	Government Regulations	CLG																				
62	Staffing	CLG				Regs made																
63	Assets & liabilities	CLG			1st draft of regs circulated				Regs made													
64	Transitional - planning	CLG				1st draft of regs circulated			Regs made													
65	Transitional - LAAs / Governance	CLG				1st draft of regs circulated			Regs made													
66	Membership	CLG					1st draft of regs circulated				Regs made											
67	Finance - council tax / NNDR issues	CLG					1st draft of regs circulated				Regs made											
68	Transitional - housing	CLG						1st draft of regs circulated			Regs made											
69	Transitional - other	CLG							1st draft of regs circulated			Regs made										
70	Finance - other	CLG							1st draft of regs circulated			Regs made										
71	Ceremonial	CLG								1st draft of regs circulated			Regs made									