

# Creating Central Bedfordshire

		KEY MILESTONES-IMPLEMENTATION PLAN																		
		2008										2009								
Line Nos.	Resp.	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	Governance structures	JS		Shad Authority, Shad Executive, CBIT, and TTFs (10th)																
3	Constitution	BM		Agreed Transitional Constitution (10th)									Agree New Constitution							
4	Implementation Strategy	SR		Approval given to the IS (10th)																
5	Vision and Strategic Plan	JS			Agree 1st draft - Emerging Priorities & Vision	Confirm draft Emerging Priorities & Vision (10th)	1st draft - Strategic Plan	Final version - CBC Vision (5th)	Final version - Strategic Plan (2nd)											
6	Transition Implementation Plan and Risk Analysis	SR				Approve Implementation Plan & Risk analysis (10th)	Monthly review of Risks/Issues													
7	Management structure and process for senior appointments	JS				Agree CBC mgt structure and senior appts. (10th)														
8	Key partnerships	RWF							Agree CDRP Partnership arrangements		Agree membership to CBC's LSP			Agree CBC LAA for 2009-2011						
9	Equalities and Diversity Strategy	DM											Agree CBC Equalities & Diversity Strat.							
10	Establish Performance Management Framework	PS											Agree Perf. Mgt Framework for 2009							
11	Targets for the new National Indicators - under LAA	PS											Agree targets for Nat. Indicators							
12	Elections	JR														Elections (tbc)				
13	Finance and Assets																			
14	Section 24 Directions and consents	BM		Agree general and specific consents																
15	Financial planning & budgeting	DS		Agree 2008-09 transitional budget	Update December Bid financial data	Indicative services budgets			Agree formula & specific grant splits with BBC & CLG	Finalise 2009/10 tax base		1. Draft version of MTFs available. 2. Publish 1st draft 2009/10 Budget	1. Final version of MTFs available. 2. Agree 2009/10 Budget & Council Tax	Start Council Tax billing						
16	Records of assets, liabilities	DS/RE		BCC info packs released	Complete compilation of information															
17	Monitor transitional costs accrued	DS				Submit 1st budget monitoring report			Submit 2nd budget monitoring report			Submit 3rd budget monitoring report			Submit 4th budget monitoring report					
18	Monitor indicative savings accrued	DS										Submit 1st indicative savings report								
19	Accommodation Strategy	TC							Agree interim accommodation strategy (30th)				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															

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		(Date within brackets) refer to Shadow Exec. Meeting date										Completed Milestones	At Risk Milestones	Delayed Milestones	On-Track Milestones	Future Milestones					
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24	Business Plans and an 'umbrella' Directorate Plan	MEH					1st Draft- Services' Business Plans		1. Directorate Plans (5th) 2. Final version- Services' Business Plans (30th)	Officer/Mgt Challenge Day (approve Business Plans)											
25	SLAs and contracts for shared services	MEH/PS					Agree Hosting arrangements for CBC & BBC		Start negotiations on SLAs and contracts	Negotiation on SLAs and contracts completed											
26	Children Services	JD							Agree partnership arrangements			Agree Policies & Procedures		CBC Children's Trust established							
27	Adult Social Care (milestones bc)	TK							Complete partnership arrangements					Joint Strategic Needs Assessment (JSNA)	Assmt of delivery arrangements, including Safeguarding protocols						
28	Highways (further milestones bc 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	CJ2					Customer Engagement shared-services proposal completed														
31	Role of town and parish councillors	CJ2										Councillors' role proposal completed									
32	An enhanced customer service strategy	CJ2													Customer First Strategy completed and approved by Shad. Exec. (17th)						
33	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	Brand Identity	RE							Agree Brand Identity (30th)	Approve Brand Identity Impl. Plan											
39	Roadshows and Staff Sounding Board events	RE					Roadshows		Staff Sounding Board												
40	Culture and People	MW																			
41	Trade union engagement - monthly meeting to negotiate staff transfer terms, & agree on local protocols for recruitment	MW	1st meeting started																		
42	Appoint Directors and Heads of Services	MW			Appoint Interim CYPF Director	Recruitment commences	Identify 'ring fence' for Head of Services		All Directors and HoS appointed						CE Advert.					CE Appointed	
43	People Management Protocols	MW					Approve People Management Protocol														

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44	MW	Recruitment strategy to give direction to appointments				Approve Snr. Mgt. Recruitment Strategy																	
45	MW	Employee structures				Detailed information available	1. New detailed structure agreed		Mapping employee new structure.	Employees informed about their individual role in CBC	Appeals hearing takes place	Individual employee's role confirmed in writing				Individual employee's work location confirmed	Identified employees informed of ring-fencing and managed change process						
46	MW	Pay/grading review and agree new Policy				Approve Snr Managers' pay			Approve pay/grading and remun. Policy. (30th)														
47	MW	Agree principles for automatically transferring staff							Approve automatic transfer principles														
48	MW	Agreement on redundancy and severance provision.								Approve Policy Statement on redundancy compensation (28th)													
49	MW	Organisational Development and Training Plan								Approve Org. Dev. & Training Plan													
50	MW	HR Strategy paper for approval										Approve HR Strategy											
51	MW	Commence equal pay audit																					Commencement of Equal Pay Audit
52		<b>Key Corporate Projects</b>																					
53	CMc	Inspections			Adult Soc. Care/Comm. Learning/Safeguarding (SOVA)				APA of Childrens Services														Comprehensive Area Assessment (tbc from April onwards)
54	GA	Eco-Towns				Consultation shortlist & prelim. appraisal				Consultation draft policy statement & full sust. appraisal					Publish policy statement								
55	RW/tt	Dunstable/Luton Bus-way					LBC and BC to conclude legal agreement																
56	SR	Business Transformation project (Modena)							Business transformation report completed								Approve improvements implementation plan						
57	GA	Energy from waste							Pf outline Business Case	Submission to DEFRA		Submit Planning application				Publish in OJEU							
58	AB	Growth Agenda				1. LDF-Preferred Spatial Options; 2. Agree LDV model							LDF-Governance arrangements for Year 1										
59	GA	The National Institute for Research into Aquatic Habitats (NIRAH) project.																					Submit detailed planning application
60	CLG	<b>Government Regulations</b>																					
61	CLG	Staffing				Regs made																	
62	CLG	Assets & liabilities			1st draft of regs circulated				Regs made														
63	CLG	Transitional-planning				1st draft of regs circulated			Regs made														
64	CLG	Transitional-LAAs/Governance				1st draft of regs circulated			Regs made														
65	CLG	Membership					1st draft of regs circulated			Regs made													
66	CLG	Finance-council tax/NNDR issues					1st draft of regs circulated			Regs made													
67	CLG	Transitional-housing						1st draft of regs circulated			Regs made												
68	CLG	Transitional-other							1st draft of regs circulated				Regs made										
69	CLG	Finance-other							1st draft of regs circulated				Regs made										
70	CLG	Ceremonial								1st draft of regs circulated			Regs made										