

Creating Central Bedfordshire

Documentation Hierarchy

The purpose of this document is to list the key documents that are essential for the creation of the new council. The completion date for the documents is also shown on the Implementation Plan.

Last updated: 7 August 2008.

Type	Title	Purpose	Owner	Key Date	Current Status
Strategic	A Joint Proposal for Unitary Local Government in Bedfordshire	Responds to the Sec of State's invitation and says how the new council could operate.	S Redmore	Dec 07	Accepted by Sec of State 6 March 08
	Central Bedfordshire Shadow Council Constitution	Explains how the shadow council operates.	B Morris	Apr 08	Agreed by Shadow Council 10 April 08
	Implementation Strategy	Sets out the overall approach to creating the new council including transition governance structures.	S Redmore	Apr 08	Agreed by Shadow Exec on 10 April 08
	Implementation Plan	Summarises key milestones and provides the basis for monitoring progress.	S Redmore	Ongoing	Agreed by Shadow Executive 10 June 08 & updated weekly by OPB. Latest copy posted on CB website. Considered monthly by DCLG

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	Risk log	Identifies risks to achieving the plan and actions to mitigate risks. Each workstream has its own detailed risk log.	F Stevens	Ongoing	Agreed by Shadow Executive 10 June 08 & updated weekly by OPB. Considered monthly by DCLG.
	Issue log	Captures risks that have happened and action taken in response. Each workstream has its own detailed issue log.	F Stevens	Ongoing	Reviewed by OPB weekly. Considered monthly by DCLG
	Vision and priorities	To provide a long term framework which will be translated into detailed plans.	S Redmore	Aug 08	Agreed by Shadow Exec 5 Aug 08.
	Strategic Plan	Clarifies purpose of the new council for staff, Councillors, customers, partners; essential background to budget setting; thinks ahead to CAA in April 2009. Three year time frame.	S. Redmore D Moores	Sept 08	Due to be reported to Shadow Exec 2 Sept 08
	Performance management framework	Sets out targets and monitoring regime.	D. Moores	Dec 09	Not started in detail but draft business plans are being based on staffing needed to achieve the new National Indicator set
	Medium term financial strategy	Provides a longer term context within which to consider next year's budget.	DSutherland	Feb 09	Many imponderables at this stage. Do not envisage one appearing <i>formally</i> until the same time as we put the final budget

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					report together (February 09). At that stage it will be vital to have the MTFS in place so that Members can consider the forward consequences of budget decisions. Anticipate that we would start to pull something together in early autumn when some of the pieces have slotted into place and we have a much better idea of some key information. We will then carry out an iterative process of adjustment through to budget setting.
	Budget 2009/10	Budget by service	D.Sutherland	Feb 09	See above.
Operational	Project initiation documents (PIDs)	Individual PIDs for each workstream define scope, objectives, deliverables, organisation structure and initial project plan.	M Headicar P Stabb F. Stevens	Jul 08	All completed. These are working background documents and not intended for publication.
	Handling transitional service delivery	Informal document capturing the way forward for individual services. Developed in consultation with Bedford Borough. A similar document is in preparation covering services currently provided by Beds CC for Luton.	M. Headicar P. Stabb	Aug 08	A number of matters remain unresolved especially hosting and issues associated with Bedford Borough's awaited decision on enterprise resource planning software.

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		Concluding this work is vital for business planning because it will determine staff numbers.			
	Business plans	To establish a blueprint for what each service will look like on 1 April 09 and beyond; to deliver promised savings; re-design services to reflect the December 07 proposal (see separate detailed sheet)	M Headicar P Stabb F. Stevens	Sept 08	Draft plans have been prepared for all but two workstreams. Final business plans are due by the end of September. There will be a "challenge day" in October when the new Management Team will review the plans.
	Directorate plans	Two/ three page summaries of the business plans showing how the vision and priorities cascade down into the new directorates	M Headicar P Stabb	Sept 08	It is intended to recommend the Directorate Plans to Shadow Executive on 30 September for approval.
Cross cutting – examples	People management protocol	Sets out arrangements for staff affected by change eg consultation.	M Williams	July 08	Out to consultation with unions. In accordance with national regulations the Protocol will be recommended to the Shadow Executive (on 2 September)
	Accommodation Strategy	Set out which premises will be used for which functions; deal with findings of condition survey.	TChaple	Dec 08	Work commenced. External assistance appointed. A draft will be reported to Shadow Executive on 30 September and a final version on 16 December.

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	Local Area Agreement 2009/11	Developed in partnership; sets out planned outcomes against government targets.	Clive Jones E Malarky	Feb 09	Current LAA written with a view to being disaggregated.
	Customer First Strategy	Will cover all channels with the aim of providing first class customer services.	Clive Jones	Mar 09	Officer discussion underway involving all four councils.

Simon Redmore