

# Creating Central Bedfordshire

		KEY MILESTONES-IMPLEMENTATION PLAN (TRANSITION PROGRAMME)																		
		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	<b>Strategic Leadership</b>	JS																		
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	Key Milestones-Implementation Plan (Transition Programme) and Risk Analysis	SR			Approve Implementation Plan & Risk analysis (10th)	Monthly review of Risks/Issues									TTF Handover Plans (17)					
7	Management structure and process for senior appointments	JS			Agree CBC Mgt structure and senior appts. (10th)															
8	Key partnerships	JM/IP											1. Agree CDRP Partnership arrangements. 2. Agree membership to CBC's LSP	Agree CBC LAA for 2009-2011						
9	Equalities and Diversity Strategy	IP												Agree CBC Equalities & Diversity Strategy (16th)						
10	Establish Performance Management Framework	IP											Agree Perf. Mgt Framework for 2009							
11	Targets for the new National Indicators - under LAA	IP												Agree targets for Nat. Indicators						
12	Elections	JR																		Elections (4th)
13	<b>Finance and Assets</b>	CH																		
14	Section 24 Directions and consents	BM		Agree general and specific consents																
15	Financial planning & budgeting	CH		Agree 2008-09 transitional budget	Update December Bid financial data	Indicative services budgets						1. Agree formula & specific grants splits with BBC & CLG 2. Officer/Mgt Challenge Day 1 (budget & staffing)	Finalise 2009/10 tax base 2. Officer/Mgt Challenge Day 2 3. Challenge Day 3 (budget & staffing)	1. Draft version of MTF S available. 2. Publish 1st draft 2009/10 Budget	1. Final version of MTF S available. 2. Agree 2009/10 Budget & Council Tax	Start Council Tax billing				
16	Records of assets, liabilities, and Capital Investments	CH		BCC info packs released	Complete compilation of information								1. Agree final disaggregation of County assets with BBC 2. Capital Investment Strategy (16)	Capital Programme 2009/10-2012/13						
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	CC									Agree interim accommodation strategy (30th)		Agree detailed initial accommodation plan	Agree DRAFT medium-term property strategy (16)		Agree FINAL medium-term property strategy				
20	Notional (2008/09) budget requirement, notional council tax requirements and notional Band D council tax figures	MB							Agree notional amounts											
21	<b>Service Design</b>	MEH																		
22	Evaluate and propose options for joint-working, partnership and shared services delivery	MEH			Complete proposal on shared services	Agree initial report on shared services (10th)														
23	Project Initiation Documents (PIDs)	MEH			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 (30th)													
									2. 2nd Draft- Services Business Plans													
25	SLA and contracts for shared services	SR					Agree Hosting arrangements for CBC & BBC		Start negotiation on SLA and contracts													
26	Children Services	EG							Agree partnership arrangements			Agree Policies & Procedures										
27	Adult Social Care (milestone b/c)	TK							Complete partnership arrangements													
28	Highways and Transportation	BJ			Scoping meeting on 2nd. Amey contract presentation on 21st.																	
29	Neighbourhood Engagement and Customer Empowerment	RE																				
30	Customer Engagement Contact Centre	CJ2					Customer Engagement shared-services proposal completed															
31	Role of town and parish councillors	IP																				
32	An enhanced customer service strategy	IP																				
33	Community and voluntary engagement	IP							Approve Bedfordshire and Luton Compact													
34	ICT	CH																				
35	ICT systems and infrastructure	RW					Finalise ICT PID (3 streams and 19 projects)															
36	Communications	RE																				
37	Communication Strategy	RE					Agree Transition Comm. Plan		Agree CBC Comm. Strategy													
38	Brand Identity	RE							Agree Brand Identity (30th)													
39	Roadshows and staff communication events	RE					Roadshows															
40	Culture and People	CH																				
41	Trade union engagement-monthly meeting to negotiate staff transfer terms, & agree on local protocols for recruitment	MW		1st meeting started																		

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42	MW	Appoint Directors and Heads of Services			Appoint Interim CYP Director	Recruitment commences	Identify 'ring fence' for Head of Services		1. All Directors appointed. 2. Internal HoSs appointed.		Externally appointed HoS completed	Decision on Partner Org. for CE recruitment				CE advertisement posted				CE Appointed			
43	MW	People Management Protocols				Approve People Management Protocol																	
44	MW	Recruitment strategy to give direction to appointments				Approve Snr. Mgt. Recruitment Strategy																	
45	SJ	Employee structures				Detailed information available	1. Aggregated list of MBDC/SBDC staff completed 2. Disaggregation of County staff-Phase 1		1. 1st draft detailed structure consulted upon with TU. 2. Phase 2 Disaggregation of County staff		1. Appeals hearing takes place. 2. Mapping employees to new structure	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. (2006)											
47	MW	Agree principles for automatically transferring staff							Approve automatic transfer principles														
48	SJ	Agreement on redundancy and severance provision.										Approve Policy Statement on redundancy compensation (16th)											
49	SJ	Organisational Development and Training Plan							Approve Org. Dev. Plan				Workforce Training Plan										
50	SJ	HR Strategy paper for approval											Approve HR Strategy										
51	SJ	Commence equal pay audit																			Commencement of Equal Pay Audit		
52		Key Corporate Projects																					
53	WO-W	Inspections			Adult Soc. Care/Comm. Learning/Safeguarding (SOVA)				Annual Performance Assessment of Children's Services											Comprehensive Area Assessment (tbc from April onwards)			
54	TS	Eco-Towns				Consultation shortlist & prelim. appraisal						CLG Consult on draft PPS and Sustainability Appraisal		Respond to CLG Consultation on the Draft PPS and Sustainability Appraisal	Publish policy statement								
55	GA	Dunstable/Luton Bus-way					LBC and BCC to conclude legal agreement																
56	RE	Business Harmonisation/ Transformation project (Modena)							Business harmonisation report completed			Initial Transformation Strategy completed	Business harmonisation implementation plan agreed										
57	GA	Energy from waste							PF Outline Business Case (BEaR project)	Submission to DEFRA										Publish in OJEU			
58	GA	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						