

# CreatingCentralBedfordshire

|           |  | 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         | Strategic Leadership   | JS  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 2         | Governance structures  | JS  |     | Shad Authority, Shad Executive, CBIT, and TTFs (10th) |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 3         | Constitution   | BM  |     | Agreed Transitional Constitution (10th)               |   |                                      |  |                                      |     |     |      |        | Agree New Constitution | Member Development Plan | Council Induction Plan |     |     |     |     |     |   |
| 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.<br>2. Agree membership to CBC's LSP |
| 9         | Equalities and Diversity Strategy  | IP  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Agree CBC Equalities & Diversity-Position Statement                         |
| 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  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Draft Election Plan   |
| 13        | Finance and Assets   | 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          |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 16        | Records of assets, liabilities, and Capital Investments  | CH  |     | BCC info packs released                               | Complete compilation of information                 |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 17        | Monitor transitional costs accrued   | DS  |     |   |   | Submit 1st budget monitoring report  |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Submit 2nd budget monitoring report   |
| 18        | Monitor indicative savings accrued   | DS  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Submit 3rd budget monitoring report   |
| 19        | Accommodation Strategy   | CC  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Submit 4th budget monitoring report   |
| 20        | Notional (2008/09) budget requirement, notional council tax requirements and notional Band D council tax figures | DS  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     | Submit 1st indicative savings report  |
| 21        | Service Design   | Dirs  |     |   |   |                                      |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 22        | Evaluate and propose options for joint-working, partnership and shared services delivery                         | CH  |     |   |   | Complete proposal on shared-services | Agree initial report on shared-services (10th) |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |
| 23        | Project Initiation Documents (PIDs)  | SR  |     |   |   | Sign off PIDs from workstreams       |  |                                      |     |     |      |        |                        |                         |                        |     |     |     |     |     |   |

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| 24        | Business Plans and an 'umbrella' Directorate Plan<br>Dirs       |   |     |   |     | 1st Draft- Services' Business Plans                    |     | 1. Directorate Plans (30th)<br>2. 2nd Draft- Services Business Plans |  |   |   |                                     |  |   |   |     |     |   |     |     |
| 25        | SLAs and contracts for shared services<br>SR                    |   |     |   |     | Agree Hosting arrangements for CBC & BBC               |     | Start negotiation on SLAs and contracts                              |  | Negotiation on SLAs and contracts completed   |   |                                     | Governance structure identified  | Shared services tested  |   |     |     |   |     |     |
| 26        | Children Services<br>EG   |   |     |   |     |  |     | Agree partnership arrangements                                       |  |   | Agree Policies & Procedures                     |                                     | 1. Plan to consult on new CYPP<br>2. Safeguarding arrangements   | CBC Children Trust established  | Inauguration of CBCT                      |     |     |   |     |     |
| 27        | Adult Social Care (milestone bc)<br>JO                          |   |     |   |     |  |     | Complete partnership arrangements                                    |  |   |   |                                     | 1. Joint Strategic Needs Assessment (JSNA)<br>2. Safeguarding Review Completed-<br>3. SWIFT solution interfaced & tested |   |   |     |     |   |     |     |
| 28        | Highways and Transportation<br>BJ                               |   |     | Scoping meeting on 2nd. Amey contract presentation on 21st. |     |  |     |  |  | Agree arrangements with BBC for ownership of transport routes & cross-boundary recharging | Split of children and adults transported by CBC | Novated Highways Contract agreement | Agree home-to-school transport policies (+ SLAs and processes for issuing bus passes)                                    | 1. Streetlight energy supply contract<br>2. Pupil database up & running<br>3. Highways 5-year works programme completed<br>4. Disaggregation of highways and transport data files completed |   |     |     |   |     |     |
| 29        | <b>Neighbourhood Engagement and Customer Empowerment</b><br>RE  |   |     |   |     |  |     |  |  |   |   |                                     |  |   |   |     |     |   |     |     |
| 30        | Customer Engagement Contact Centre and Customer Services<br>CJ2 |   |     |   |     | Customer Engagement shared-services proposal completed |     |  |  |   |   |                                     | 1. Contact Centre infrastructure in place<br>2. Contact Centre staff trained   | Contact Centre staff relocated to Melbourne House   |   |     |     |   |     |     |
| 31        | Complaints, Comments, Compliments<br>IP                         |   |     |   |     |  |     |  |  |   |   |                                     |  | Agree Customer Relations Policy (17th)  |   |     |     |   |     |     |
| 32        | An enhanced customer service strategy<br>CJ2                    |   |     |   |     |  |     |  |  |   |   |                                     |  | Customer First Strategy completed and approved by Shad. Exec. (17th)  |   |     |     |   |     |     |
| 33        | Community and voluntary engagement<br>IP                        |   |     |   |     |  |     | Approve Bedfordshire and Luton Compact                               |  |   |   |                                     |  |   | 1st Town & Parish Council Conference      |     |     | Community Engagement Strategy completed and approved by Shad. Exec. |     |     |
| 34        | <b>ICT</b><br>CH  |   |     |   |     |  |     |  |  |   |   |                                     |  |   |   |     |     |   |     |     |
| 35        | ICT systems and infrastructure<br>RW                            |   |     | Finalise ICT PID (3 streams and 19 projects)                |     |  |     | ICT requirements/ implementation plans for each of these services    | Development Web Site available for CBC web content | CBC Core Network installed and operational  |   |                                     |  |   | Deliver working core infrastructure (1st) |     |     |   |     |     |
| 36        | <b>Communications</b><br>RE                                     |   |     |   |     |  |     |  |  |   |   |                                     |  |   |   |     |     |   |     |     |
| 37        | Communication Strategy<br>RE                                    |   |     | Agree Transition Comm. Plan                                 |     |  |     | Agree CBC Comm. Strategy   |  |   |   |                                     |  |   |   |     |     |   |     |     |
| 38        | Brand Identity<br>RE  |   |     |   |     |  |     | Agree Brand Identity (30th)  |  | Approve Brand Identity Impl. Plan   |   |                                     | Content for web pages approved   |   |   |     |     |   |     |     |

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| 39  | Roadshows and staff communication events   | RE  |                     |     |  | Roadshows  |  |  |  | Communication to staff on structures                                    | Communication to staff on Accommodation & posts         | 1. 'Be Inspired' staff roadshows<br>2. Create officer champions groups<br>3. Members' Drop-in Sessions |  |   | Welcome Pack to all employees  |   |              |     |  |     |  |
| 40  | <b>Culture and People</b>  | CH  |                     |     |  |  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 41  | Trade union engagement - monthly meeting to negotiate staff transfer terms, & agree on local protocols for recruitment | SJ  | 1st meeting started |     |  |  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 42  | Appoint Directors and Heads of Services  | SJ  |                     |     | Appoint Interim CYP Director                       | Recruitment commences  | Identify 'ring fence' for Head of Services |  | 1. All Directors appointed.<br>2. Internal HoSs appointed. | Externally appointed HoS completed                                      | Decision on Partner Org. for CE recruitment             |  |  | CE advertisement posted   |  |   | CE Appointed |     |  |     |  |
| 43  | People Management Protocols  | SJ  |                     |     | Approve People Management Protocol                 |  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 44  | Recruitment strategy to give direction to appointments   | SJ  |                     |     | Approve Snr. Mgt. Recruitment Strategy             |  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 45  | Employee structures  | SJ  |                     |     | Detailed information available                     | 1. Aggregated list of MBDC/SBDC staff completed<br>2. Disaggregation of County staff - Phase 1 |  | 1. 1st draft detailed structure consulted upon with TU.<br>2. Phase 2 Disaggregation of County staff |  | 1. Appeals hearing takes place.<br>2. Mapping employee to new structure | Individual employee's role confirmed in writing         | Indicative mapping completed   | 1. 3rd Tier appointments completed<br>2. Employees mapped and informed | Individual employee's work-location confirmed                                       | Identified employees informed of ring-fencing and managed change process |   |              |     |  |     |  |
| 46  | Pay/grading review; and agree new Policy   | SJ  |                     |     | Approve Snr. Managers' pay                         |  |  |  | Approve pay/grading and remun. Policy. (28th)              |   |   |  |  | 1. CBC staff structures set upon SAPPayroll<br>2. All payroll info on SAP completed | SAPPayroll tested and validated  |   |              |     |  |     |  |
| 47  | Agree principles for automatically transferring staff  | SJ  |                     |     |  |  |  | Approve automatic transfer principles  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 48  | Agreement on redundancy and severance provision.   | SJ  |                     |     |  |  |  |  |  |   | Approve Policy Statement redundancy compensation (16th) |  |  |   |  | Deadline for expressions of interest in VR/ER |              |     |  |     |  |
| 49  | Organisational Development and Training Plan   | SJ/PW   |                     |     |  |  |  |  | Approve Org. Dev. Plan                                     |   |   | 1. Workforce Training Plan<br>2. CBMT Mgt Event  | 1. Tier 2 Management Event<br>2. Tier 3 Management Event               |   |  |   |              |     |  |     |  |
| 50  | HR Strategy paper for approval   | SJ  |                     |     |  |  |  |  |  |   |   |  |  | Approve HR Strategy   |  |   |              |     |  |     |  |
| 51  | Commence equal pay audit   | SJ  |                     |     |  |  |  |  |  |   |   |  |  |   |  |   |              |     | Commencement of Equal Pay Audit                        |     |  |
| 52  | <b>Key Corporate Projects</b>  |   |                     |     |  |  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 53  | Inspections  | WO-W  |                     |     | Adult Soc. Care/Comm. Learning/Safeguarding (SOVA) |  |  |  | Annual Performance Assessment of Children's Services       |   |   |  |  |   |  |   |              |     | Comprehensive Area Assessment (tbc from April onwards) |     |  |
| 54  | Eco-Towns  | TS  |                     |     | Consultation shortlist & prelim. appraisal         |  |  |  |  | CLG Consultation draft PPS and Sustainability Appraisal                 |   | Respond to CLG Consultation on the Draft PPS and Sustainability Appraisal                              | Publish policy statement   |   |  |   |              |     |  |     |  |
| 55  | Dunstable/Luton Bus-way  | GA  |                     |     |  | LBC and BCC to conclude legal agreement  |  |  |  |   |   |  |  |   |  |   |              |     |  |     |  |
| 56  | Business Harmonisation/ Transformation project (Modena)  | RE  |                     |     |  |  |  | Business harmonisation report completed  |  |   | Initial Transformation Strategy completed               | Business harmonisation implementation plan agreed  |  |   |  |   |              |     |  |     |  |
| 57  | Energy from waste  | GA  |                     |     |  |  |  | Pf Outline Business Case (BEaR project)  | Submission to DEFRA  |   |   |  |  |   |  |   |              |     | Publish OJEU   |     |  |
| 58  | Growth Agenda  | GA  |                     |     |  | 1. LDF Preferred Spatial Options;<br>2. Agree LDV model  |  |  |  |   |   | LDF Governance arrangements for Year 1   |  |   |  | LDF Task Force Reconstituted                  |              |     |  |     |  |
| 59  | The National Institute for Research into Aquatic Habitats (NIRAH) project.   | GA  |                     |     |  |  |  |  |  |   |   |  |  |   |  |   |              |     | Submit detailed planning application                   |     |  |

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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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