

SHADOW EXECUTIVE
17 March 2009

SUBJECT	Creating Central Bedfordshire – Progress Report (To report on overall progress following the adoption of the Implementation Plan by Shadow Executive on 10 June 2008 and propose next steps.)
REPORT OF	Programme Management Office
<i>Contact Officer: Simon Redmore (01462 611255)</i>	

IMPLICATIONS

SUSTAINABILITY	None arising from this report
FINANCIAL	As at 26 February £10.5m had been spent or committed against the revised transition budget of £19.9m.
LEGAL	The Shadow Authority is required by the Structural Changes Order to prepare, keep under review and revise as necessary an Implementation Plan.
PERSONNEL/EQUAL OPPORTUNITIES	None arising from this report
COMMUNITY DEVELOPMENT/SAFETY	None arising from this report
TRADES UNIONS	None arising from this report
HUMAN RIGHTS	None arising from this report
KEY ISSUE	No
BUDGET/POLICY FRAMEWORK	No

OTHER DOCUMENTS RELEVANT TO REPORT
1. “Creating Central Bedfordshire Implementation Strategy”, Item 3, Shadow Executive 10 April 2008.
2. “Implementation Plan and Risk Analysis”, Item L2, Shadow Executive 10 June 2008.
3. “Central Bedfordshire Strategic Plan”, Item L1, Shadow Executive 2 September 2008.

RECOMMENDATION:
<p>That a further report be made to the next meeting of the Shadow Executive</p>
<i>Reason for Recommendation:</i>
<i>So that Shadow Executive can monitor progress and comply with the requirement of the Implementation Order regarding the need to maintain an implementation plan to deliver the new unitary authority.</i>

Introduction

1. This is the tenth progress report to Shadow Executive since the Implementation Plan was agreed at the meeting on 10 June 2008. It is the last progress report before vesting day on 1 April and differs from past reports in that it looks ahead to the period between vesting day and the elections in June.
2. At the time of writing the CLG stock-take exercise was due to take place on 10 March. An oral update will be given at the meeting.

Key Issues

3. Overall considerable progress continues to be made. Summary updates on variances to the plan are covered in the update on the Implementation Plan below. The most significant cross-cutting issues which officers are currently focussing on are:
4. *Staff.*
Officers had intended completing all structures and informing staff about their future role by the end of February. The work has slipped due to other competing pressures and at the time of writing a revised target has been set for completion by 13 March. An oral update will be given at the meeting
5. *Payroll.*
The slippage in staffing structures has had a knock-on consequence for a parallel payroll run. The position is made more complex by the fact that March Mid Beds payroll data provided by Bedford Borough is incomplete. At the time of writing the matter is being escalated with Bedford.
6. *SAP (finance, HR, payroll).*
A specialist resource has been brought in from Serco to handle coordination and training.
7. *Tribal databases.*
The Tribal system comprises eight modules (core database of pupil, school and staff data; admissions and transfers; school support services; special education needs; student transport; education psychology services; pupil support services; free schools meals and benefits; governors administration and training; early years child care information system). Until recently officers were working on the basis that the databases could remain with few changes. It has now become apparent that disaggregation will be required at some point but cannot be delivered by 1 April. While the Tribal project is complex, officers are working on options to minimise impacts on service delivery in the very short term and to achieve disaggregation as soon as possible. An oral update will be given at the meeting.

8. *Contact centre.*
The fall back option is on track for 1 April. The issue is around technical kit; in terms of customer experience there will be little difference.

Implementation Plan

9. A copy of the latest Implementation Plan is at **Appendix A**. It shows which targets are completed, on track, at risk, or delayed.
10. The following actions have been removed from the Implementation Plan since progress was last reported to the Shadow Executive:

Line 28 – Novated highways contract agreement.	No agreement has been reached with Bedford Borough over novating the highways contract. The contract will by default transfer to the Borough. A service level agreement (SLA) is being developed to ensure that Central Bedfordshire receives highway services after 1 April. The SLA will be completed and agreed before the end of March.
Line 54 – Publish policy statement re: Eco-Towns.	There is no longer a requirement to do this.

11. The current position regarding exceptions shown on the Implementation Plan is as follows:

Milestone	Status and Proposed Action
Line 8 – CDRP partnership arrangements.	All meetings and transitional arrangements were due to be in place by the end of February. The reason for transitional arrangements is that the Bedfordshire Drug and Alcohol Action Team (BDAAT) and Domestic Violence Chief Officer Group (DV COG) will continue in their current form as shared services during 2009. An oral update will be given at the meeting.
Line 16 – Final disaggregation of County assets with Bedford Borough Council.	Central Bedfordshire does not agree that County Hall is solely a Bedford Borough asset. The matter is still under discussion and an oral update will be given at the meeting.
Line 19 – Legal transfer of disaggregated property.	The uncertainty arising from the position above on disaggregation means that this milestone is delayed.
Line 25 – service level agreements for shared services	While progress continues to be made Directors are focussing on priorities to ensure that critical service areas are resolved urgently. A Deloitte resource commissioned by the County Council is working with officers to finalise the SLAs for those services.

Line 27 – SWIFT solution interfaced and tested.	At the time of writing testing was due by 6 March.
Line 28 – Agree home to school transport policies plus SLAs and processes for issuing bus passes.	<p>A draft SLA has been developed for home to school transport and is currently with the client for approval.</p> <p>The SLA for issuing bus passes will be completed and agreed before end of March.</p>
Line 30 – 1. Contact centre infrastructure in place. 2. Contact Centre staff trained.	<p>Contingency Plan B will be activated because infrastructure cannot be delivered (by the supplier) until 27 April.</p> <p>Delays in resolving infrastructure issues have caused a delay to the training plan, which has been revised. Training will be completed by 31 March.</p>
Line 45 – Indicative mapping completed.	At the time of writing final mapping is due for completion by 13 March. In the case of posts for which interviews are needed, confirmation may not be possible until a later date.
Line 45 – 1. 3 rd Tier appointments completed. 2. Employees informed.	<p>The external recruitment campaign is well advanced but appointments are unlikely to be completed until early April.</p> <p>Each employee’s role will not be confirmed until the mapping exercise is completed and agreed.</p>
Line 49 – workforce training plan.	This task refers to the Workforce Development Strategy that the council is required to have in children’s and social care services. We now have people identified in both business areas responsible for this at third tier level. Those individuals plus officers from Legal and Democratic are being brought together to move this forward.
Line 49 – Tier 2 Management Event.	This event was postponed to a later date due to the lack of availability of some attendees (only 50% said they could attend) during the half-term period. HR will be rescheduling this event following a handover brief from the Business Transformation team.
Line 50 – Approve HR Strategy.	This is yet to be started due to other demands on HR staff resources.

Next Steps

12. The main focus of the implementation programme so far has been the transition necessary to achieve a successful changeover to unitary local government on 1 April. In recent weeks officers have also been giving attention to the next phases of the programme as we move towards the transformation of services envisaged in the proposal to create the new authority. Officers envisage two time frames to focus upon. First, the period between 1 April and the elections in June and, second, the medium term of two to three years covering the transformation of services and getting the new authority established.
13. Both of these phases of work will be informed in part by legacy reports prepared by the Transition Task Forces (TTFs). The Implementation Strategy agreed by the Shadow Executive on 10 April 2008 provides that one of the priorities of the six Member Transitional Task Forces is to provide handover information to help inform future Central Bedfordshire priority setting. The various legacy reports are included as appendices to another report elsewhere on this agenda.
14. Working with assistance from Deloitte in the remaining weeks of their time in the Programme Management Office, officers will develop proposals for the next stages of transition and transformation milestone planning. Officers intend reporting back to the next meeting of Shadow Executive with the results of that work so that the Shadow Executive can agree key areas of work for the period up to June and set out proposals for consideration by Central Bedfordshire's Executive.

Finance

15. The table below shows commitments against the revised transitional budget (as reported to the meeting of Shadow Executive on 20 January) as at 26 February.

Budget Monitoring to 26 February 2009 (Against Revised Transitional Budget)

Revised Budget (£m)	Element	Spend (£s) inc. Commitments to 31/03/09	Remaining (£s)
0.800	Employees & back-filling	745,175	54,825
0.400	Accommodation / property advice	140,719	259,281
2.500	Change management	2,070,015	429,985
0.100	Miscellaneous	12,660	87,341
0.300	Contract novation / restructuring	0	300,000
8.000	I.C.T. Costs	6,906,299	1,093,701
0.150	Training	9,991	140,009
0.305	Communications/ branding	148,406	156,594
0.175	Elections / democracy	119,882	55,118
0.400	Recruitment	389,936	10,064
0.200	Relocation	1,609	198,391
5.170	Early retirement/ redundancy	0	5,170,000
0.340	Closedown of accounts	0	340,000
1.060	LAMP project	0	1,060,000
19.900		10,544,691	9,355,309

Background Papers: "Bedfordshire (Structural Changes) Order 2008"
Location of Papers: Programme Management Office, Priory House, Shefford
File Reference: CG3