

Agenda Item: 11

Meeting: Executive

Date: 14 April 2009

Subject: Creating Central Bedfordshire – Progress Report

Report of: Portfolio holder for Business Transformation

Summary: To report on overall progress following the adoption of the Implementation Plan by Shadow Executive on 10 June 2008 and propose next steps.

Advising Officer: Richard Ellis, Director of Business Transformation

Contact Officer: Ian Dailey, Programme Management Team Leader

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision No

**Reason for urgency/
Exemption from call-in
(if appropriate)** None.

RECOMMENDATIONS:

- 1. that a report be made to the next meeting of the Executive which will present the post vesting day transformation arrangements.**
- 2. that the Executive agree to the remaining transitional budget being used to deliver the consolidation plan.**

Reason for Recommendations: 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.

Introduction

1. This is the eleventh progress report to Shadow Executive since the Implementation Plan was agreed at the meeting on 10 June 2008. It is the first progress report following vesting day on 1 April. However, this report was produced prior to vesting day and will therefore not present a complete picture of the situation immediately before and after 1 April. This report also progresses the next steps outlined in last month's report.

Key Issue

2. 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:
3. *Staff.*
Officers had intended completing all structures and informing staff about their future role by the end of February. The work had slipped due to other competing pressures and staff were informed of their new roles on 20 March. At the time of writing approximately 93 people remained unmapped to a role or mapped into a competitive position.
4. *SAP (finance, HR, payroll).*
Access to the core SAP applications is now available at all sites. SAP payroll testing has gone well. Errors that have been noted are long standing issues and there were few new problems identified.
5. *Communications.*
Welcome information was made available on the three legacy intranet sites several weeks prior to vesting day and welcome leaflets will be distributed on vesting day. There were issues regarding the dissemination of information to staff without access to the intranet. Some of this was addressed by the information being sent via email, but gaps will remain.
6. *SLAs.*
Significant progress has been made with SLAs. At the time of writing work was continuing with the intention that broad agreements would be in place by vesting day.

Implementation Plan

7. A copy of the latest Implementation Plan is at **Appendix A**. It shows which targets are completed, on track, at risk, or delayed.
 8. The following actions have been removed from the Implementation Plan since progress was last reported to the Shadow Executive:
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|---|---|
| Line 26 - CBC Children Trust established. | <p>This was previously agreed that it would be a post 1 April milestone. In light of the recent review of the Laming Report there may be new expectations with regards Childrens Trust, which will be taken on board when progressing for Central Bedfordshire - therefore delaying it will be to our advantage and will reduce the need to undo work.</p> <p>The CYPP will be key to the work of the Trust, which needs extensive consultation and ownership of the Plan and this is now not due to go to the CB executive until Sept - therefore we are in a better position to establish a more robust and focussed Trust based on need and uptodate guidance.</p> |
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9. The current position regarding exceptions, shown on the Implementation Plan are as follows:

| Milestone | Status and Proposed Action |
|---|---|
| Line 16 – Final disaggregation of County assets with Bedford Borough Council. | High level meetings between senior management from BBC and CBC continues to take place. |
| Line 19 – Start of Legal transfer of disaggregated property. | The uncertainty arising from the position above on disaggregation means that this milestone is at risk. |
| Line 25 – Negotiations on Service Level Agreements for shared services and contracts completed. | Further progress made with a number of SLA signed off, but more to be signed off. |
| Line 28 – Changes to School Policy | Will be reviewed by Childrens Services and Social Care Services post vesting day with any recommendations coming forward to Executive after review. |
| Line 30 – Customer Engagement and Customer Service | The Contact Centre infrastructure for Central Bedfordshire will be provided in May. |
| Line 32 – An enhanced Customer Service Strategy | The Customer First Strategy has been rescheduled to July after the June Elections for the new Executive to approve. |
| Line 42 – CE advertisement posted. | This will now take place in April 2009. |

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| Line 45 – 1. 3 rd Tier appointments completed. | External recruitment campaign started but appointment unlikely to be completed until April 2009. |
| Line 49 – workforce training plan. | Delayed pending workforce development strategies being evolved and coordinated in various service areas. |
| Line 50 – Approve HR Strategy. | Delayed pending clearer business strategy and transition completion. |

Progress on Next Steps

10. Working with Deloitte, the new internal officers in the Programme Management Office have developed a set of proposals for the consolidation phase from vesting day up to the elections in June. At the time of writing these proposals were going to CBMT for discussion and approval prior to their consideration by Executive in May when an update will be provided.

Finance

11. The table below shows commitments against the revised transitional budget (as reported to the meeting of Shadow Executive on 20 January) as at 23rd March.

Budget Monitoring to 23rd March 2009 (Against Revised Transitional Budget)

| <u>Budget £m</u> | <u>Element</u> | <u>Committed to 31/03/09</u> | <u>Budget Remainder</u> |
|-------------------|-----------------------------------|------------------------------|-------------------------|
| 800,000 | Employees & Back-Filling | 754,124 | 45,876 |
| 400,000 | Accommodation / Property Advice | 140,719 | 259,281 |
| 2,500,000 | Change Management | 2,136,923 | 363,077 |
| 100,000 | Miscellaneous | 27,733 | 72,267 |
| 300,000 | Contract Novation / Restructuring | 0 | 300,000 |
| 8,000,000 | ICT Costs | 7,624,285 | 375,715 |
| 150,000 | Training | 45,455 | 104,545 |
| 305,000 | Communications / Branding | 158,067 | 146,933 |
| 175,000 | Elections / Democracy | 119,882 | 55,118 |
| 400,000 | Recruitment | 390,095 | 9,905 |
| 200,000 | Relocation | 1,609 | 198,391 |
| 5,170,000 | Early Retirement / Redundancy | 863 | 5,169,138 |
| 340,000 | Closedown of Accounts | 0 | 340,000 |
| 1,060,000 | LAMP Project | 0 | 1,060,000 |
| 19,900,000 | | 11,399,754 | 8,500,246 |

CORPORATE IMPLICATIONS

Council Priorities:

Enabling all of the 5 Council priorities to happen:-

- a) Supporting and caring for an ageing population.
- b) Educating, protecting and providing opportunities for children and young people.
- c) Managing growth effectively.
- d) Creating safer communities.
- e) Promoting healthier lifestyles.

Financial:

The remaining budget will be rolled forward into 2009/10 and used to progress the consolidated activity.

Legal:

None.

Risk Management:

Risk management will continue to be progressed by the Programme Management Office.

Staffing (including Trades Unions):

None.

Equalities/Human Rights:

None.

Community Development/Safety:

None.

Sustainability:

All activities in the consolidation plan will be;

- Better for customers
- Better for taxpayers
- Better for staff
- Better for partners

Appendices:

Appendix A – Implementation Plan

Background Papers (open to public inspection):

“Bedfordshire (Structural Changes) Order 2008” File Ref: CG3

Location of papers: Priory House, Chicksands