

ENHANCED TWO TIER WORKING
Programme report 12 July 2007

The following table provides an overview of progress to date, and also future milestones, for each of the work streams and projects in the pathfinder programme, the structure of which is outlined in appendix 2.

	Progress to date	Milestones	Timescale	Estimated costs
1.	Programme Management Lead CE - Chris Williams <ul style="list-style-type: none"> • Resource requirement up to £200K agreed by Leaders Group • CADEX agreed to promote learning event for 5 pathfinders. IDEA held event for pathfinders 26th June 2007 • Interim Programme Manager recruited. In post from 1 May • Policy Officers to act as key contact for each authority for information and queries 	Programme Director recruitment.	26 th and 27 th July 2007	£200,000
		Programme support to be identified and put in place	August 2007	
		Directors to review joint working opportunities – as listed in the pathfinder bid, plus any others, to inform future pathfinder work programme.	September 2007	
		Draft risk register to be circulated for comment to CADEX, project leads and report to JIB	September 2007	
	Budget <ul style="list-style-type: none"> • Pool of £400k for the pathfinder programme agreed by Leaders on 19-3-07 • £20,000 of Programme Management fund agreed to cover any urgent work required. • Programme Director to be budget holder and BCC the accountable body, with JIB authorising spend. 	JIB to approve budget for each project - see Appendix 1	26 July 2007	
		Bid to be submitted to Capacity Building Fund through South East Improvement Board, to support programme	July 2007	
	Governance Leaders Group - Terms of reference agreed at Leaders meeting on 4 June.	ToR to be agreed by each authority's Cabinet to Council	Update on 12 July	
	Joint Improvement Board (JIB) - Terms of reference agreed by Leaders on 4 June	ToR to be agreed by each authority's Cabinet to Council	Update on 12 July	

	Progress to date	Milestones	Timescale	Estimated costs
	<p>Partnership Protocol A protocol on vacancies and secondments for the Waste project agreed. Until such a protocol exists for all vacancies, Chief Executives will consult each other about significant vacancies</p>	Partnership protocol and a separate checklist for individual projects drafted – to be considered by change management group	September 2007	
	<p>Joint Scrutiny Agreed that proposals for joint scrutiny should be brought forward in October, once the arrangements for the Leaders and JIB meetings were settled</p>	Proposals for joint scrutiny to CADEX.	31 August 2007	
2.	<p>Communication and Change Management Lead CE – Karen Satterford <i>Link to MKOB change management project</i></p> <ul style="list-style-type: none"> Joint Senior Management seminar held 27 April 2007, report compiled and available on each intranet Progress report compiled March 07 and circulated to regional and national stakeholders. Progress report June 2007 compiled for distribution at IDEa pathfinder event 26-6-07 and LGA conference w/c 2-7-07 Strap line for pathfinder – Better services: better value Communications strategy action plan and communications and media protocols approved for consideration by JIB Newsletter launched 22 June 2007 	<p>Extranet site to be established</p> <p>A joint Member event to be held in October 2007</p> <p>A second senior managers event to be arranged for Autumn</p> <p>Project plan for change management to be agreed and reported back to CADEX</p>	<p>End July 2007</p> <p>End July 2007</p> <p>End July 2007</p> <p>September 2007</p>	£25,000
3.	<p>Community Engagement Lead CE – Karen Satterford <i>Link to MKOB community engagement project</i></p> <p>Initial report to the JIB 26th July</p>	<p>Community engagement</p> <ul style="list-style-type: none"> Develop single database Develop single framework for community engagement and report to JIB for approval <p>Parish Charter – launch of new joint charter</p>	<p>March 2008</p> <p>January 2008</p> <p>January 2008</p>	£10,000

	Progress to date	Milestones	Timescale	Estimated costs
4.	<p>Joint working on procurement Lead CE – Chris Furness <i>Link to MKOB procurement project</i></p> <p>Initial report to the JIB 26th July</p>	<p>Procurement Board up and running with agreed terms of reference</p> <p>Procurement roadmap and business case for investment produced</p> <p>Prioritisation of 2008/09 procurement activity for Pathfinder authorities agreed by Procurement Board</p>	<p>November 2007</p> <p>April 2008</p> <p>March 2008</p>	£50,000
5.	<p>Areas for Joint Working - Waste Lead CE – Alan Goodrum working with Joint Waste Committee Project manager – Martin Dickman (BCC)</p> <p>Initial report to the JIB 26th July</p>	<p>Phase 1 report, will investigate a number of options of joint waste authority that will have differing levels of integration in terms of service, staffing, contracts and other resources. This phase will deliver an options report</p> <p>Phase 2 report, the preferred option(s) from phase 1 will be further developed. A business case will provide a detailed cost benefit of the option(s).</p> <p>Phase 3 - the implementation phase of the project. Depending on the type of option selected, the length and complexity of this phase could vary significantly</p>	<p>March 2008</p> <p>October 2008</p> <p>March 2009</p>	£75,000
	<p>Areas for Joint Working - Demand led transport Lead CE – Alan Goodrum Project Manager – Oliver Asbury (BCC)</p> <p>Initial report to the JIB 26th July.</p>	<p><u>Demand Led Transport</u> Project Scoping</p> <p>To contact main operators and develop draft operator scheme</p> <p>Councils to present proposals to Operators,</p> <p>Publish details of the new scheme</p> <p>Operate under new scheme</p>	<p>April–June 07</p> <p>end August 2007</p> <p>11 Sept. 2007</p> <p>1 Dec. 2007</p> <p>from April 2008</p>	£30,000

Progress to date	Milestones	Timescale	Estimated costs
	<u>Dial-A-Ride</u> Start negotiations for a single Service Level Agreement	from August 2007	
<p>Areas for Joint Working</p> <p>- Shared Services Lead CE – Chris Williams Project Manager – Ian Trenholm <i>Link to MKOB shared services project</i> Initial report to the JIB 26th July.</p> <p>CADEX agreed the following services as the core of this work stream:</p> <ul style="list-style-type: none"> HR, Payroll, Finance and Audit, Legal, Property – Facilities Management, ICT <p>The following services agreed as being in the ‘outer ring’ for consideration in the second stage:</p> <ul style="list-style-type: none"> Communications, Property – strategic management of assets, Revenues and Benefits (a front-line service), Council Tax collection, Voluntary and Community sector management, Procurement, Democratic Services 	<p><u>Phase 1</u></p> <ul style="list-style-type: none"> Detailed definition of the scope of the business areas under review (aka ‘mapping’) Initial investigation and gathering information, to include workshops for staff plus desktop research on performance and current people and other costs Work-up of final options Business Case Produced Report to JIB <p><u>Phase 2 and 3</u></p> <ul style="list-style-type: none"> Phase 2 of this project will run during 2008, exact timetable will depend on the outcome of Phase 1 of this project Phase 3 will be a live running stage which is currently expected to run from March 2009 (but is again dependent on the conclusions reached at phase 1) 	<p>July – August 2007</p> <p>July – October 2007</p> <p>November ‘07 December ‘07 February 08</p> <p>Dependent on outcome of Phase 1</p>	£200,000
<p>Areas for Joint Working</p> <p>- Customer service Lead CE – Andrew Grant Project Manager – Lesley Yates</p> <p>Initial report to the JIB 26th July</p>	<p>Complete research and analysis</p> <p>Planning phase including the evaluation of options for delivering vision</p> <p>Report options to JIB</p> <p>Implementation Starts, subject to approval</p>	<p>October 2007</p> <p>End March 2008</p> <p>April 2008</p> <p>From April 2008</p>	£32,000

Draft Budget

12 July 2007

Appendix A

Appendix 1

Work steam / Project		Budget allocation	estimated project costs	Detail on project costs	estimated savings as identified in submission document	
			£		£	
Programme Management	*	200,000	182,000	As detailed in the tables below	-	
Communications		200,000	16,505	As detailed in agenda item 5 This figure does not include £3,995 already spent	-	
Community engagement			10,000	Contingency for help with community mapping work	250,000	
Procurement			50,000	Contingency for external advice and support with information gathering	tbc	
Shared Services			200,000	Maximum amount required to augment internal capacity for mapping and to write up business case.	4,000,000	
Customer service			27,000	Research across five councils and customer survey. This figure does not include £5,000 already committed to commence research	tbc	
Demand Led Transport			30,000	As detailed in agenda item 10, to cover costs of independent study of concessionary fares and dial a ride	20,000 minimum	
Waste project			75,000	Cost for 2007/08 and 2008/09 - As detailed in agenda item 11	200,000	
				408,505		

* Programme Management Budget 2007/08		£
Rockpools Costs and Expenses		23,500
Recruitment Advertising		12,300
Position of Pathfinder Director (estimate Oct-March) <i>including on-costs at 31.2%</i>		50,512
Interim Programme Manager		50,512
programme Support - short term		7,500
Running costs	**	20,000
Programme support officer (estimate Oct – March) <i>including on costs</i>		17,197
		181,521

** Spend against running costs		£
Communications newsletter and mangers event		3,995.00
events		691.91
customer service – initial research		5,000.00
		9,686.91

Appendix 2

**Pathfinder for Enhanced Two Tier Working
Work streams and Projects**

