

Name of Project Support Services Partnership
Project Sponsor Chris Williams / Ian Trenholm
Project Manager Matthew Miles (Vertex)

1. Recommendation/for decision

Note progress only

2. Project vision/objectives

(Extract from Project Initiation Document)

The objectives of this piece of work are:

- By end December 2007, to develop a business case and implementation plan for support services partnership across a defined scope of services in all 5 Councils and the BFRS. The business case to include assessments of:
 - Costs,
 - Financial and non-financial benefits, and
 - Risks,for a range of options for the operating model(s), sourcing and implementation plan
- To identify solutions for a support services partnership within Buckinghamshire that will enable the participants to reduce the cost and/or improve performance of their services
- To ensure that adequate input and buy-in has been secured to the process and recommendations of the work

3. Summary Progress and key highlight report

- Headline project timeline of; 'Data gathering' (October) – 'Production of target operating model' (November) and 'Produce business case' for 3-4 options (December) agreed
- South East Centre of Excellence (SECE) Funding was secured for whole project
- SECE programme manager supporting the project and providing Project Assurance
- SECE project manager working as part of the project team and collating lessons learned/best practice for use across the region and beyond
- Mobilisation and Data gathering phases completed during week 2 of November (2 weeks late)
- Professional groups (i.e. HR officers group, Finance officers group, etc) are contributing to and providing assurance for the data collection
- Data is being version controlled and re-issued on a regular basis as more information becomes available

- Target operating model phase has commenced with the project team working with the Professional Groups to consider a range of possible options (to be narrowed down during the final stage in December)
- Final Business case production phase to commence in December, but final report writing likely to slip into January (see below 'Timescales')

4. Timescales and key milestones

4.1 Within Project

- Data gathering completed 2 weeks late. In a project of this short a duration this will impact on the critical path and lead to a delay in producing the final report (now in January, moved from end December). ACTION taken = working with the programme Director to arrange briefing sessions for Chief Executives, JIB and Leaders as needed during January, February. Confident of formal presentation to JIB in February as planned.

4.2 Outside Project

- None identified

5. Deliverables/quick wins

- Project is aiming to produce a single deliverable, i.e. a Business Case

6. Financial update

- Project is 100% funded from South East Centre of Excellence and is being carried out by Vertex on a fixed price basis. There is no expectation of cost overrun.

7. Member involvement

- Members of the Officer Steering Board on the project are carrying out briefings for members on progress

8. Related projects / Work streams

- No related work streams

9. Communications plan

- Updates on progress are being carried out as follows;
 - Weekly updates on progress to Heads of Service in the potentially impacted areas
 - Head of Service Briefings by members of the Steering Group in individual councils
 - Articles in pathfinder newsletter
 - Articles in individual council Team Briefs / newsletters

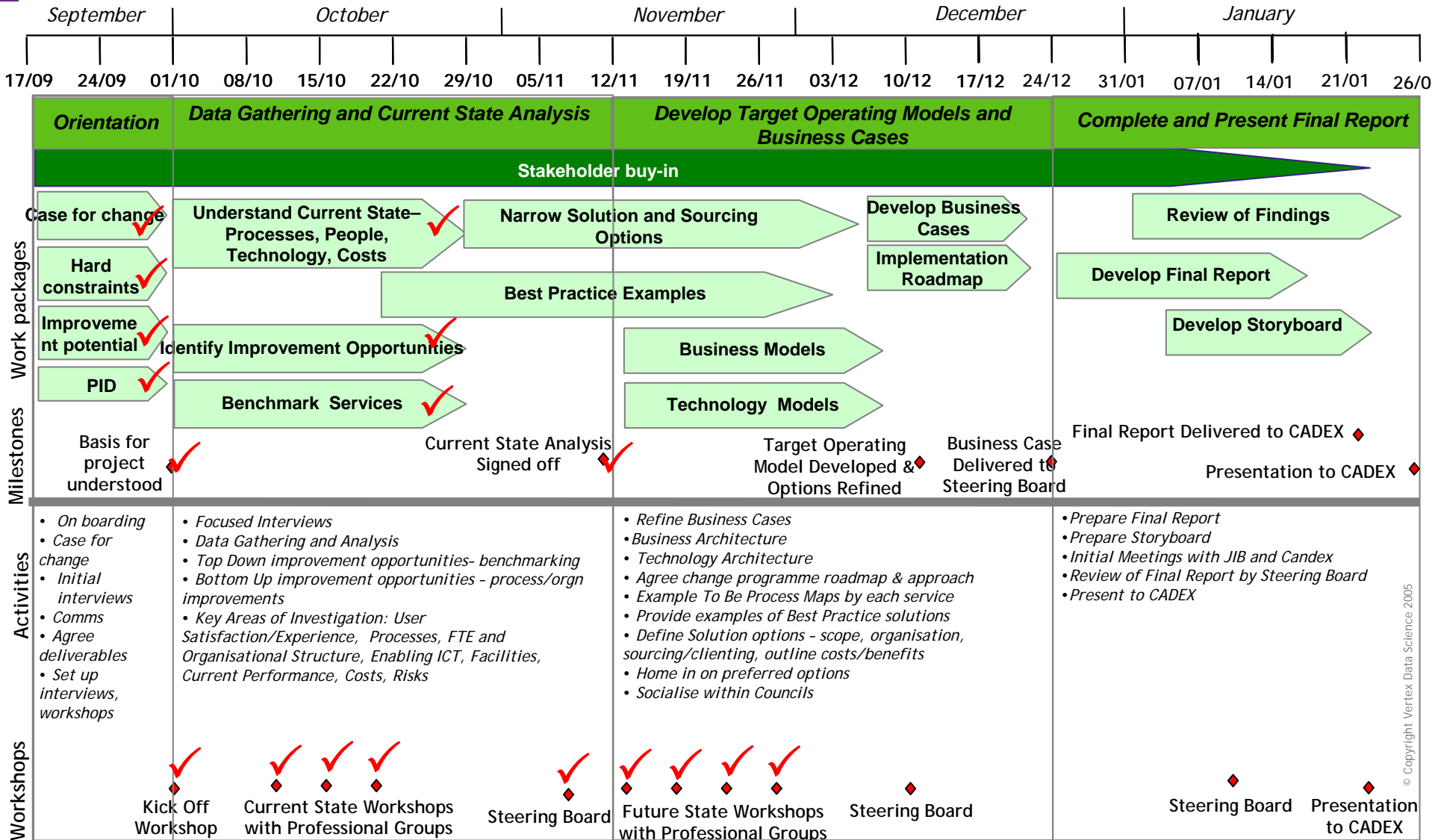
- It is expected that following production of the Business case and a steer from JIB there will be a need for more formal and widespread communication activity. However until final direction is agreed it is considered that this sort of broad communication would be counter-productive.

10. Key Risks and issues

- A key risk has always been 'buy-in' from stakeholders. Efforts have been made to work closely with the Professional Groups as they are the community of senior managers who will be expected to implement the recommendations from the project. This has led to a small delay in the project to date. However, on balance, this seems like a sensible action as it will pay dividends during the implementation phase of the work stream (NOTE – implementation is not part of this project).

11. Updated plan as at 4th December 2007

High Level Project Plan - v2.0



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