Name of ProjectSupport Services PartnershipProject SponsorChris Williams / Ian TrenholmProject ManagerMatthew 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:
 - o Costs,
 - Financial and non-financial benefits, and
 - o 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). <u>ACTION taken</u> = 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
 - o 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.

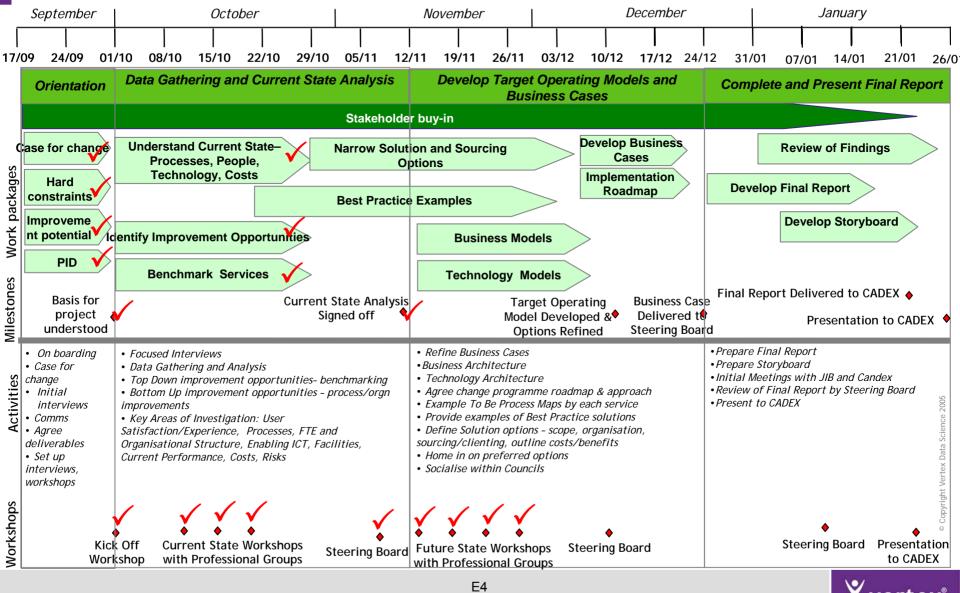
10. Key Risks and issues

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

Appendix E

High Level Project Plan - v2.0



Vertex Public Sector | Transforming the way you do business

Slide 1

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-	Task Name	Duration	Start	Finish	Appendix E
0	Bucks Support Services Consulting Assignment Plan	1 day?	Mon 17/09/07	Mon 17/09/07	117 Sep 07 24 Sep 07 01 Oct 07 10 Oct 07 115 Oct 07 122 Oct 07 122 Oct 07 126 Nov 07 112 Nov 07 116 Nov 07 126 Nov 07 10 Dec 07 110 Dec 07 124 Dec 07 131 Dec 07 131 Dec 07 107 Dec 07 131 Dec 07 131 Dec 07 107 Dec 07 131 Dec 07 131 Dec 07 107 Dec 07 131
	Orientation	16 days	Mon 17/09/07	Mon 08/10/07	
_					
	Data Gathering and Current State Analysis	34 dave	Tue 02/10/07	Fri 16/11/07	
	Develop Templates			Fri 05/10/07	
	Gather data from CDC, AVDC, BCC, F&R, SBDC, WDC				
	Analyse data from a service line perspective	2 days	Mon 08/10/07	Tue 09/10/07	
	Document Current State Analysis			Tue 16/10/07	
	Hold Workshops with Professional Groups	6 days	Fri 09/11/07	Fri 16/11/07	
1	Current State Analysis Signed Off	0 days	Fri 16/11/07	Fri 16/11/07	F₩ 6/11
1	Gather Lessons Learned Casestudies	24 days	Mon 22/10/07	Thu 22/11/07	
	IDEA	24 days	Mon 22/10/07	Thu 22/11/07	
	BIU	24 days	Mon 22/10/07	Thu 22/11/07	
	SECE	24 days	Mon 22/10/07	Thu 22/11/07	
-					
-	Future State Design	22 days	Mon 19/11/07	Tue 18/12/07	
-	Design Principles Workshop	3 days	Mon 19/11/07	Wed 21/11/07	
	Finance	3 days	Mon 19/11/07	Wed 21/11/07	
-	HR/Payroli			Wed 21/11/07	
	ICT			Wed 21/11/07	
	Audit			Wed 21/11/07	
	Legai			Wed 21/11/07	
	FM		Mon 19/11/07		
	Develop Target Operating Model and Wildcard for each service		Mon 19/11/07	Fri 07/12/07	
	Agree Scope		Mon 19/11/07		
	Refine performance improvement targets	15 days	Mon 19/11/07	Fri 07/12/07	
1	Develop staffing approach & org structure	15 days	Mon 19/11/07	Fri 07/12/07	
	Steering Board Review TOMs (Also Business Case Criteria & Options)	1 day	Fri 07/12/07	Fri 07/12/07	
1	Consult on Target Operating Models/Wild Card with professional groups	5 days	Mon 10/12/07	Fri 14/12/07	
-	Update Final Version of TOM and Slides	5 days	Mon 10/12/07	Fri 14/12/07	
	Update TOM Report	5 days	Mon 10/12/07	Fri 14/12/07	
+	Update Slides	5 days	Mon 10/12/07	Fri 14/12/07	
-	Develop Architecture for combined options	7 days	Mon 10/12/07	Tue 18/12/07	
-	Develop Business Architecture for Combined Options	7 days	Mon 10/12/07	Tue 18/12/07	
	Develop Systems Architecture	7 days	Mon 10/12/07	Tue 18/12/07	
-	TOM Report and Slides Complete			Tue 18/12/07	18/12
	Develop Implementation Roadmap and Business Cases	8 dave	Wed 19/12/07	Tue 08/01/08	
	Implementation Roadmap	3 days	wea 19/12/07	Fri 21/12/07	

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Appendix E

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		Task Name	Duration	Start	Finish	17 Sep '07 24	Sep '07 01 Oct	'07 08 Oct '0'	/ 15 Oct '07	22 Oct '07	29 Oct '07	05 Nov '07	12 Nov '07	19 Nov '07	26 Nov '07	103 Dec '07	10 Dec '07	17 Dec '07	24 Dec '07	31 Dec '07	107 Jan '08 114 Jan	'08 21 Jan '08	28
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7		Write Up Business Cases for Combined Options	3 days	Wed 19/12/07	Fri 21/12/07										1	8.8	1			1			
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7		Review by Steering Group	4 dave	Wed 02/01/08	Mon 07/01/08											8 8							
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7	_	Develop Storyboard and Final Report	17 dave	Wed 02/01/08	Fri 25/01/08															i Yana			
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5		Review by steering group	3 days	Mon 14/01/08	Wed 16/01/08																		
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8	, i	Develop Final Version of Report	2 days	Thu 17/01/08	Fri 18/01/08																		
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8		Final Report delivered to Cadex	0 davs	Fri 18/01/08	Fri 18/01/08												1			1		18/01	1
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