

Highlight Report

Project: Joint Chief Executive			
Calendar Week ending:	21/08/09	Report prepared by: K Dicks	
Status: Red/Amber/Green	Green	% Complete:	100%
Project Start	1/8/08	Projected Completion	31/7/09
Summary position:			
<p>The initial pilot phase is now complete – progress with regard to the short term wins is as follows:</p> <ul style="list-style-type: none"> • Elections – business case completed and agreed by both councils – BDC host. IT migration progressing. Draft SLA produced. Staff positions recruited to. Implementation progressing in accordance with the project timescales. • Community Safety – business case completed and agreed by both councils – RBC host. SLA being prepared. Implementation progressing in accordance with the project timescales. • Equalities – Claire Felton is supporting Kevin Dicks on progressing the equalities agenda at RBC. Main areas of focus include member and officer training, impact assessments, integration with business planning and setting up a community forum. • Performance Management – Kevin Dicks is using his experience to implement a new performance framework based upon his experience at BDC. New Council Priorities agreed. New Performance Management Framework introduced including new format for service business plans and Performance Development Scheme. • Member Development – RBC currently developing their member development programme which will then be aligned to BDC's to identify areas of Joint Working. <p>The Shared Services Board have agreed medium term wins with progress as follows:</p> <ul style="list-style-type: none"> ➤ IT – draft business case produced – proposed BDC as host. SSB want more to be done on cost sharing based on Activity Based Costing. Further report to SSB on 8th September. ➤ CCTV / Lifeline – draft business case produced – proposed RBC as host. SSB want more to be done on cost sharing based on Activity Based Costing. Further report to SSB on 8th September. ➤ Economic Development (being led by Wyre Forest – PID produced – meeting of Chief Execs took place in May) – some concerns that Wyre Forest do not have the capacity to undertake this work to the quality RBC and BDC would expect. RBC 			

recruited additional resources to assist. Further meeting held and agreed need to push on with development of business case.

Overall business case – agreed by both Councils – Kevin Dicks appointed as Joint Chief Executive with effect from 30th July 2009 for a 3 ½ year period to oversee potential sharing of services covering all services except the HRA. Now moving to implementation of single management team to serve both councils – draft proposals to Shared Services Board on 8th September and then on to full Councils later in to September – 6 week consultation period with a view to recruiting to new management team being in post by early April.

A Shared Services Programme Board (comprising officers at both Councils) has been established to oversee implementation of the approved business cases, development of medium term win business cases, development of the full business case and also ensure that appropriate linkages are made. The role of this Board will also include overseeing any concerns over performance – e.g., payroll. It will also make sure that the proper linkages are made with the WETT programme for which another overarching board has been established which Kevin Dicks chairs.

Key Tasks for next month	Measure of Success
<ul style="list-style-type: none"> • Management structure to be developed for consultation 	<ul style="list-style-type: none"> • Draft structure developed
<ul style="list-style-type: none"> • Consultation process developed 	<ul style="list-style-type: none"> • Consultation process developed
<ul style="list-style-type: none"> • Staff briefings at both councils to inform them of the detailed proposals 	<ul style="list-style-type: none"> • Staff briefings held
<ul style="list-style-type: none"> • Progression of implementation for 2 approved business cases in accordance with timescales 	<ul style="list-style-type: none"> • Projects progressing
<ul style="list-style-type: none"> • Risk register and mitigating actions to be reviewed 	<ul style="list-style-type: none"> • Risk Register reviewed
<ul style="list-style-type: none"> • Medium Term wins business cases reviewed (including Activity Based Costings) 	<ul style="list-style-type: none"> • Business cases completed
Risks, issues and concerns	Mitigating Action
<ul style="list-style-type: none"> • Lack of capacity at BDC to ensure continued improvement 	<p>Support from WMRIEP and external support adds capacity</p> <p>Main risks are outlined in feasibility study and risk register (including mitigating actions) will be</p>

	continually reviewed over the coming months. One risk, that of political buy in has increased. See report.
Financial Update	
Within budget	