

Appendix 1

Highlight Report

Project: Shared Services Project			
Calendar Week ending:	20/11/09	Report prepared by: K Dicks	
Status: Red/Amber/Green	Green	% Complete:	5%
Project Start	01/08/09	Projected Completion	01/01/13
Summary position:			
<p>The main elements to this project and updates are 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. • IT – draft business case produced – BDC agreed as host. Work completed on cost sharing approach – agreed by SSB. • CCTV / Lifeline – draft business case produced – RBC agreed as host. Work completed on cost sharing approach – agreed by SSB. • Economic Development (being led by Wyre Forest). External support commissioned to produce North Worcestershire Economic Strategy which will include assessment of options for Shared Service. Draft to be completed by end of November – final to be completed by January. • Single Management Team – final structure (including changes as a result of consultation changes) approved by both full Councils. Formal at risk letters issued. Work continuing on developing assessment centre and interview process. Drop in sessions to be held. Mock assessment centres to be held 26th and 27th November. Closing date for applications for Executive Directors / Directors is 1st December and for Heads of Service posts 31st December. • Transformation – Initial discussions have been held with the WMIEP over support they could provide to the Transformation Agenda – including a site visit to Warwick District Council. A visit is also planned to Staffordshire Moorlands and High Peak Borough who have used transformational change and lean systems thinking across the two authorities. 			

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 KD chairs.

Key Tasks for next month	Measure of Success
<ul style="list-style-type: none"> • Finalise recruitment process 	<ul style="list-style-type: none"> • Process completed
<ul style="list-style-type: none"> • Recruit Executive Directors and Directors 	<ul style="list-style-type: none"> • Recruit to positions
<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
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 continually reviewed over the coming months. One risk, that of political buy in has increased. See report.</p>
Financial Update	
Within budget.	