

Highlight Report

Project: Shared Services / Transformation Project			
Calendar Week ending:	15/1/10	Report prepared by: K Dicks	
Status: Red/Amber/Green	Green	% Complete:	5%
Project Start	1/8/09	Projected Completion	1/1/13
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 implementation progressing. Draft SLA produced – agreed to set most of legal issues in overarching secondment agreement (to cover all services) rather than individual SLA's. 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 as above. 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. The ICT shared service between Bromsgrove and Redditch is now live, with 10 staff from Redditch having transferred to the employment of Bromsgrove District Council from 4th January 2010 • CCTV / Lifeline – draft business case produced – RBC agreed as host. Work completed on cost sharing approach – agreed by SSB. The CCTV/Lifeline service transferred to Redditch on 4th January 2010, with 21 staff transferring into the direct employment of Redditch Borough Council. • 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. Final document to be completed by January. • Single Management Team – final structure (including changes as a result of consultation changes) approved by both full Councils. Recruitment to Executive Directors and Directors position completed before Christmas. Recruitment to Heads of Service posts week commencing 18th January. • 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 scheduled for 8th February 2010 to Staffordshire Moorlands and High Peak Borough who have used transformational change and lean systems thinking across the two authorities. 			

Appendix 1

The new SMT (Chief Executive, Executive Directors and Directors) have had initial discussions with regard to the Shared Services programme and how to approach the transformation agenda. These will be reviewed following the visit to High Peak . Staff Moorlands in February.

Work continues for the HR team on reviewing the terms and conditions of employment (between the two Councils) and formulating proposals to harmonise them. This is scheduled for completion in February before being presented to the SMT and then to members for consideration.

WETT programme continuing – detailed business cases for Internal Audit, Property and Regulatory Services currently going through all Councils. Bromsgrove and Redditch recommended as host authority for Regulatory Services.

Key Tasks for next month	Measure of Success
<ul style="list-style-type: none"> • Recruit Heads of Service 	<ul style="list-style-type: none"> • Recruit to positions
<ul style="list-style-type: none"> • Progression of implementation for 4 approved business cases in accordance with timescales 	<ul style="list-style-type: none"> • Projects progressing
<ul style="list-style-type: none"> • Continued work on Economic Development Strategy and Shared Service 	<ul style="list-style-type: none"> • Draft Strategy produced
<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"> • Continued work on review of Terms and Conditions 	<ul style="list-style-type: none"> • Work continuing
<ul style="list-style-type: none"> • Review of cost sharing principles for procurement, payroll, elections and community safety 	<ul style="list-style-type: none"> • Review completed
Risks, issues and concerns	Mitigating Action
<ul style="list-style-type: none"> • Gaps following recruitment to new positions <p>For full list of risks and mitigating action see separate risk log</p>	<p>Full handover procedures / notes provided to ensure continuity</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>

Appendix 1

Financial Update
Within budget