

Highlight Report

Project: Shared Services / Transformation Project			
Calendar Week ending:	9/4/10	Report prepared by: K Dicks	
Status: Red/Amber/Green	Green	% Complete:	10%
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 – implementation progressing in accordance with the project timescales. • Community Safety – implementation progressing in accordance with the project timescales. • IT – the 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. All other work progressing in accordance with timescales. Consultation relating to the new ICT Team structure is scheduled to begin on April 1st whilst the team itself is scheduled to be in place by the end of June. • CCTV / Lifeline – the CCTV/Lifeline service transferred to Redditch on 4th January 2010, with 21 staff transferring into the direct employment of Redditch Borough Council. Staff consultation ran from 1st March 2010 to 29th March 2010 on the proposed structure. All other work progressing in accordance with timescales. • 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. Report to be considered by Shared Services Board on 20th April 2010. • 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 completed 18th January. Unsuccessful candidates have left the Council. 8 applicants shortlisted to both Head of Planning and Regeneration and Head of Customer Services – assessment centres to be held 13th and 14th April. Interviews to be held on 21st and 22nd April. New structure formally comes into place from 20th April but new appointees agreed to take up functions earlier in order to make transition easier. • 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 and Staffordshire Moorlands and High Peak Borough on 8th 			

February 2010 who had supposedly used transformational change and lean systems thinking across the two authorities. Whilst the visit was useful, in confirming what we are doing is correct and addressing the lessons they learned, they haven't really as yet used a lean systems approach. The exact details of the next phases of the Shared Services / Transformation Programme are currently being worked up with a view to them being available in draft by end of May (following further training sessions facilitated by the WMIEP).

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 the Autumn. SMT and Unions are involved throughout the process.

WETT programme continuing – detailed business cases for Internal Audit, Property and Regulatory Services have been agreed. Bromsgrove and Redditch will be host authority for Regulatory Services. Kevin Dicks chairs the WETT Regulatory Services Programme Board.

More detail is available in the Shared Services Board report of 1st March 2010.

Key Tasks for next month	Measure of Success
<ul style="list-style-type: none"> Recruit to vacant 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"> Consideration of North Worcestershire Economic Development Strategy and Shared Service 	<ul style="list-style-type: none"> Report considered by Shared Services Board
<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"> Development of shared services / transformation programme 	<ul style="list-style-type: none"> Draft Shared Services / Transformation programme developed
<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 	<ul style="list-style-type: none"> Full handover procedures / notes provided to

<p>positions</p> <p>For full list of risks and mitigating action see separate risk log</p>	<p>ensure continuity. New structure to take effect as soon as possible.</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	
<p>Within budget</p>	