

## Highlight Report

<b>Project: Shared Services / Transformation Project</b>			
<b>Calendar Week ending:</b>	<b>7/5/10</b>	<b>Report prepared by: K Dicks</b>	
<b>Status: Red/Amber/Green</b>	<b>Green</b>	<b>% Complete:</b>	<b>10%</b>
<b>Project Start</b>	<b>1/8/09</b>	<b>Projected Completion</b>	<b>1/1/13</b>
<b>Summary position:</b>			
<p>The main elements to this project and updates are as follows:</p> <ul style="list-style-type: none"> <li>• Elections – up and running.</li> <li>• Community Safety – up and running.</li> <li>• 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 started on April 1st whilst the team itself is scheduled to be in place by the end of June.</li> <li>• 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 on the proposed structure extended in order to ensure robust consultation with all staff. All other work progressing in accordance with timescales.</li> <li>• Economic Development (being led by Wyre Forest). North Worcestershire Economic Strategy and approach endorsed by Shared Services Board and Wyre Forest Cabinet on 20<sup>th</sup> April. Proposed that Wyre Forest lead. Will now go to Cabinet / Councils at all three North Worcestershire districts and more detailed business case developed.</li> <li>• Single Management Team – recruitment to Heads of Service posts completed 18<sup>th</sup> January. Unsuccessful candidates have left the Council. Head of Planning and Regeneration and Head of Customer Services appointed. New structure formally came into place on 20<sup>th</sup> April but new appointees agreed to take up functions earlier in order to make transition easier.</li> <li>• Transformation – 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. A further 3 days were spent on systems thinking (facilitated by WMIEP) which included spending time within service departments in both councils and with partners to put the theory into practice. This will be used to work up the exact details of the next phases of the Shared Services / Transformation Programme are currently being</li> </ul>			

worked up with a view to them being available in draft by end of May.

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. Head of Service for Regulatory Service appointed by Joint Appointments Committee. Draft Statement of Partner Requirements (service standards) completed. Kevin Dicks chairs the WETT Regulatory Services Programme Board.

Review of cost sharing principles for procurement, payroll, elections and community safety completed.

<b>Key Tasks for next month</b>	<b>Measure of Success</b>
<ul style="list-style-type: none"> <li>• Progression of implementation for 4 approved business cases in accordance with timescales</li> </ul>	<ul style="list-style-type: none"> <li>• Projects progressing</li> </ul>
<ul style="list-style-type: none"> <li>• Further work on the development of the business case for North Worcestershire Economic Development Shared Service</li> </ul>	<ul style="list-style-type: none"> <li>• Business case progressing in accordance with timescales</li> </ul>
<ul style="list-style-type: none"> <li>• Risk register and mitigating actions to be reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Register reviewed</li> </ul>
<ul style="list-style-type: none"> <li>• Continued work on review of Terms and Conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Work continuing</li> </ul>
<ul style="list-style-type: none"> <li>• Development of shared services / transformation programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Shared Services / Transformation programme developed</li> </ul>
<b>Risks, issues and concerns</b>	<b>Mitigating Action</b>
<p>For full list of risks and mitigating action see separate risk log</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>
<b>Financial Update</b>	

Within budget