





# Programme Milestones 2008

6 monthly update  
December 2008



| Theme  | October   | November  | December  | January 09  | February  | March  | April                       | Status          |  |  |
|--|-----------|---|---|---|---|--|-----------------------------|-----------------|--|--|
|  |           |   |   |   |   |  |                             | Urgent Action   |  |  |
|  |           |   |   |   |   |  |                             | On Target       |  |  |
|  |           |   |   |   |   |  |                             | Action Underway |  |  |
| <b>Back Office Sharing &amp; Support Services</b>  |           |   |   |   |   |  |                             |                 |  |  |
| Support Services – HR (all) inc Payroll/Legal/Audit/Finance/Revs & Bens/ICT. Also see page 2<br><b>Business Case Work with HCFOs</b> |           | 4 <sup>th</sup> Nov CES<br>6 <sup>th</sup> Nov Leaders<br>19 <sup>th</sup> Nov CECG | Data "Repair"<br><br>Outline b case work for the legal/audit/HR/procurement                             | 21 <sup>st</sup> Jan CECG                                     | 2 <sup>nd</sup> Feb Leaders/5 <sup>th</sup> Feb HCFOs | 5 <sup>th</sup> Mar HCFOs/11 <sup>th</sup> March CECG<br><br>Full reports on all areas                           | 2 <sup>nd</sup> April HCFOs |                 |  |  |
| Bucks Partnership  |           | 26 <sup>th</sup> Nov Legal officers mtg<br><br>Detail proposals on support services | 1 <sup>st</sup> Dec Leaders<br>16 Dec Bucks mtg Alan Progress Update                                    | Programme update on start of business case work for all areas |   |  |                             |                 |  |  |
| Watford & Three Rivers Back Office Project   |           |   |   |   |   |  |                             |                 |  |  |
| Heads of Service Appointed   | Appointed |   |   |   |   |  |                             |                 |  |  |
| Budget, Service Plans & Business Case updated  |           | Budget, service plans & business case updated                                       |   | 21 <sup>st</sup> Jan Update report to CECG                    |   | 11 <sup>th</sup> March CECG Update   |                             |                 |  |  |
| HR system/Payroll solution in place  |           |   |   | 21 <sup>st</sup> Jan Update report to CECG                    | HR system/payroll solution in place                   | 11 <sup>th</sup> March CECG Update   |                             |                 |  |  |
| Restructures for HR/Finance/ICT  |           |   |   | 21 <sup>st</sup> Jan Update report to CECG                    |   | 11 <sup>th</sup> March CECG Update   | Q1 2009                     |                 |  |  |
| Restructure and harmonised system for R&B  |           |   |   | 21 <sup>st</sup> Jan Update report to CECG                    |   | 11 <sup>th</sup> March CECG Update   | Q3 2009                     |                 |  |  |
| Finance system harmonised  |           |   |   | 21 <sup>st</sup> Jan Update report to CECG                    |   | 11 <sup>th</sup> March CECG Update   | Q1 2010                     |                 |  |  |
| <b>Procurement</b>   |           |   |   |   |   |  |                             |                 |  |  |
| E-Market Place   |           | Programmed meetings diarised??  |   |   |   |  |                             |                 |  |  |
| Contract Review  |           | Need to set out when contracts are up for renewal                                   |   |   |   |  |                             |                 |  |  |
| Timings  |           | 27 <sup>th</sup> Nov Procurement Officers   |   | 21 <sup>st</sup> Jan CECG Update                              | Take stock 2 <sup>nd</sup> Feb Leaders Meeting        |  |                             |                 |  |  |
| <b>National Evaluation</b>   |           |   |   | Procurement Group – 29 <sup>th</sup> Jan                      |   |  |                             |                 |  |  |
| External National Liaison/Evaluation   |           | 14 <sup>th</sup> Nov CLG meeting/national evaluations, national events tbc          | Meetings & Presentation & RIEP/ Go East dates to be agreed/Bucks 22 <sup>nd</sup> Dec pathfinders (tbc) | CLG Team meeting  | Evaluation national panel covered TBC/3 Feb OPM       | 18 Mar OPM / National events planning meeting begins Forward dates OPM 28 Apr/2 June/21 July/8 Sept/13 Oct/8 Dec |                             |                 |  |  |

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|  |                                      |   |  |   |   |   |                                 | Action Underway |           |
| <b>Efficiencies/HCFOS General</b>                        |                                      |   |  |   |   |   |                                 |                 |           |
| Baselining 3%  |                                      | Report CEs 21 <sup>st</sup> Jan & 15 <sup>th</sup> Jan Finance Focus Presentation.<br>4 <sup>th</sup> Dec HCFOs |  |   | 2 <sup>nd</sup> Feb Leaders Update  | Coordinate Efficiency Statements  |                                 |                 |           |
| Demonstrate 0.5%   |                                      | £8m tbc   | Spreadsheet analysis (21 <sup>st</sup> Jan CECG report back)                         |   | HCFOs W/shop to be agreed.  |   |                                 |                 |           |
| Strategic Business Work                                  | 2 <sup>nd</sup> Oct HCFOs            | 6 <sup>th</sup> Nov HCFOs<br>National Pathfinder Liaison Meeting  | 4 <sup>th</sup> Dec HCFOs  | 6 <sup>th</sup> Jan Legal Officers tbc<br>8 <sup>th</sup> Jan HCFOs<br>21 <sup>st</sup> Jan CECG<br>HCFOs Begin work on strategic cases | 5 <sup>th</sup> Feb HCFOs   | 5 <sup>th</sup> Mar HCFOs<br>11 <sup>th</sup> March CECG                            | 2 <sup>nd</sup> Apr HCFOs       |                 |           |
| <b>Shared Posts</b>                                      |                                      |   |  |   |   |   |                                 |                 |           |
| Review options for shared posts as they become available | Ongoing                              | Ongoing   | Take stock and plan as posts come up face to face                                    | Take stock and plan as posts come up face to face   | HR Action Plan  | Take stock implementation   |                                 |                 |           |
| <b>Government Connects</b>                               |                                      | Check CLG compliance ok?  | Compliance support HCC/CLG   | Ongoing/13 Jan CA Group report  |              |  |                                 |                 |           |
| <b>Customer Access</b>                                   |                                      |   |  |   |   |   |                                 |                 |           |
| Non face to face   |                                      | Action Plan Agreed  | 2 <sup>nd</sup> Dec CA Group mtg<br>Joint Training Dec.                              | 13 <sup>th</sup> Jan CA mtg/Sponsor inc<br>Procurement Report<br>21 <sup>st</sup> Jan Programme CECG                                    | 2 <sup>nd</sup> Feb Leaders/24 Feb Group mtg /joint training check progress/Govt Connects links | Service Standards NI14 NB.  | 7 <sup>th</sup> April Group Mtg |                 |           |
| Face to Face   |                                      |                              |  | 13 <sup>th</sup> Jan Group 21 <sup>st</sup> Jan CECG  | 24 <sup>th</sup> Feb Group  |   | 7 <sup>th</sup> April Group Mtg |                 |           |
| <b>Children's Services</b>                               | <i>To be confirmed and discussed</i> |   | Discuss "Carer" Issue  |   | 2 <sup>nd</sup> Feb   | 11 <sup>th</sup> March CECG   |                                 |                 |           |
| <b>Safer Cleaner Greener</b>                             | <i>To be confirmed and discussed</i> |   |  |   | 2 <sup>nd</sup> Feb   | 11 <sup>th</sup> March CECG   |                                 |                 |           |
| <b>Waste Management</b>                                  | <i>Defra/CLG/LGA (discussion)</i>    |   |  | Strategic outline business consultation   | 2 <sup>nd</sup> Feb Update  |   |                                 |                 |           |
| Joint Waste – Governance discussions                     |                                      |   | Waste Directors' group   | Discussions, Models for delivery?   | 2 <sup>nd</sup> Feb Update  |   |                                 |                 |           |
| Joint waste projects                                     |                                      | Discussions IDEA/Watford Three Rivers   |  | Take stock  | 2 <sup>nd</sup> Feb Update  |   |                                 |                 |           |

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|   |  |   |   |  |  |   |   |                                 |           |  |
| <b>Planning and Development</b>                             | To be confirmed and discussed  |   |   | ← Diary meetings with Steven Halls new CE Sponsor →                |  |   |   |                                 |           |  |
| <b>Economic Development</b>                                 | To be confirmed and discussed  |   |   |  |  |   |   |                                 |           |  |
| <b>Sustainability</b>                                       | To be confirmed and discussed  |   |   |  |  |   |   |                                 |           |  |
| <b>Communications</b>                                       |  |   | Decide on 2009 magazine etc/website dev | →  |  |   |   |                                 |           |  |
| BCE Events phase 2/Joint market research. Events in general |  | 17th & 18th Nov CCN event<br>20th Nov All day Innovation LGA event<br>27th Nov Events |   | ← Full 2009 Calendar of Events to be prepared/see below for some → |  |   | →   |                                 |           |  |
|   |  |   |   | ← Website Deadline →   |  |   |   |                                 |           |  |
| Communications in general.                                  | Ezine/website  | Ezine in circulation/ style guide   | Milestones as word docs etc             | National Pathfinder Conf –Date TBC                                 | 10th Feb CCN /Regional events TBC                                | 5 <sup>th</sup> March Bucks SE Regional find speaker/member                       | BCEs phase 2 starts   | Red dates still to add to diary |           |  |
| Links/Events & Funding                                      | ← Needs new bid →<br>Submit to RIEP for up to £167K – Further bid / drawdown |   |   | Go East?<br>Meeting with Cecilia Tredget needed/ link to CLG       | 3 <sup>rd</sup> Feb National Liaison at OPM/diary a mtg with CLG | RIEP – Funding likely to be released/18 <sup>th</sup> Mar National Liaison at OPM | 8 <sup>th</sup> April Go East Team tg forward dates are 20 <sup>th</sup> May 1 <sup>st</sup> July / 28 <sup>th</sup> April National Liaison at OPM/Forward Plan LGA Annual 30 <sup>th</sup> June – 2 <sup>nd</sup> July Harrogate |                                 |           |  |

| Key          |  |
|--------------|--|
| <b>CECG</b>  | Chief Executives' Co-ordination Group                                  |
| <b>CCN</b>   | County Councils' Network   |
| <b>IDEA</b>  | Improvement and Development Agency                                     |
| <b>HCFOS</b> | Herts County Finance Officers/ICT Input                                |
| <b>RIEP</b>  | Regional Improvement and Efficiency                                    |
| <b>CLG</b>   | Department for Communities and Local Government/OPM Office Public Mgt. |