

Item 11 - Implementation Project Plan



Priority status

High
Medium
Low

Features	Start Date	Due Date	Priority
Strategic, legal and partnerships			
The name and identity of the new authority is agreed.	Feb-2009	May-2009	
The culture, vision and values of the organisation are developed, agreed and shared with all stakeholders (including staff).	Feb-2009	Jul-2009	
The corporate plan and strategic priorities are identified, agreed and communicated.	Feb-2009	Dec-2009	
Key planning documents are revised as appropriate to meet the needs of the new authority e.g. Local Area Agreement.	Feb-2009	Oct-2009	
The organisation is legally fit for purpose and any other constitutional issues are addressed (including TUPE).	Feb-2009	Mar-2010	
Disaggregation of all assets held by all authorities (property, plant, vehicles, etc).	Feb-2009	Mar-2010	
Processes for commissioning of contracts for the new authority are agreed. Adjustments are made to contracts where necessary to meet the requirements of the two new authorities.	Feb-2009	Mar-2010	
Implications for Strategic Boards and partnerships arrangements are considered and appropriate action taken e.g. Health and Well Being, Children and Young Peoples Trust. All partnership working arrangements reviewed and disaggregated where necessary.	Sep-2008	Mar-2010	
Community Boards are set up, terms of reference & governance arrangements established and training provided. Parish and town councils have been consulted about their involvement and participation and membership of community boards.	Feb-2009	Feb-2010	
Assets identified to Community Board's (geographical coding of assets / expenditure).	Feb-2009	Jan-2010	
Community consultation and engagement strategy agreed and in place.	Feb-2009	Feb-2010	
Legal and constitutional arrangements which allow greater devolved powers to the community area level in place.	Feb-2009	Feb-2010	
Parish and town councils are clear as to their role and place in the governance arrangements for the new authority, and have clear lines of communication to officers.	Feb-2009	Feb-2010	
Finance			
A s151 officer and monitoring officer for the new authority appointed.	Feb-2009	Dec-2009	
A single accounting policy for the new authority is developed.	Feb-2009	Mar-2010	
A budget for 2010/11 is set.	Jul-2009	Nov-2009	
Financial frameworks are in place to properly manage all financial activities required by the new authority.	Feb-2009	Mar-2010	
MTEP for 2010/11 onwards developed and agreed.	Jun-2009	Nov-2009	
The closure of both the County Council and District Council accounts is planned and implemented.	Feb-2009	Mar-2010	
A capital strategy is developed.	Feb-2009	Nov-2009	

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An Audit Plan for the new authority is developed.	Jun-2009	Mar-2010	
Financial savings / efficiency gains are identified.	Aug-2008	Ongoing	
Benefits realisation plan with timescales is produced.	Sep-2008	Apr-2009	
All council tax bills, non-domestic rates and benefit notification letters are issued with the appropriate logo, telephone numbers and email addresses together with an appropriate council tax leaflet.	Feb-2009	Mar-2010	
The processes to generate council tax demands and collect and bank all monies due to the organisation are in place.	Feb-2009	Mar-2010	
The policies and processes to pay suppliers, contractors, etc correctly and on time are in place.	Feb-2009	Mar-2010	
The processes to pay housing and council tax benefits correctly and on time are in place.	Feb-2009	Mar-2010	
Baseline data collected on costs for each service area.	Feb-2009	Jun-2009	
Valid insurance cover is in place for services provided to the public, for property, for vehicles / plant and for all staff within the new authority.	Jun-2009	Mar-2010	
Members and democracy			
Implementation Executive established and fulfilled its role to create the new authority.	Feb-2009	Mar-2010	
Member divisions identified and agreed by Boundary Committee.	Feb-2009	Jul-2009	
Infrastructure in place to conduct an election (date to be agreed).	Feb-2009	TBA	
Induction, training and support is provided for all members.	TBA		
The electoral roll is complete.	TBA		
The new committee system is in place along with a committee diary.	Sep-2009	Mar-2010	
The Code of Conduct for members is reviewed and agreed to ensure consistency.	Sep-2009	Mar-2010	
Political structures and constitution are in place.	Feb-2009	Sep-2009	
The electoral cycle is established and understood.	Feb-2009	Sep-2009	
Staffing and structure			
The high level organisation structure is agreed and Chief Executive, Directors and management teams appointed.	Feb-2009	Oct-2009	
Organisational structure agreed and in place.	Feb-2009	Apr-2010	
Staff have been transferred out of the District or County Councils into the two new authorities and know where their place of work is and what their job will be.	Oct-09	Apr-2010	
Identification of staff in relevant authorities (numbers, names, roles, place of work, grades, etc) for inclusion on payroll system.	Feb-09	Aug-2009	
The authority has the ability to pay staff correctly and on time.	Sep-2009	On-going	
A vacancy / establishment management control system is in operation.	Feb-2009	On-going	
The authority continues to pursue best practice in people management by securing Investors in People recognition.	Feb-2009	On-going	

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Clear and consistent recruitment, retention and redundancy policies are developed, communicated and adopted.	Mar-2009	Apr-2010	
Interim people protocol agreed and in place as per LGE framework with all existing authorities.	Feb-2009	Apr-2009	
Staff framework for consultation and negotiation with trade unions in place.	Oct-2008	Apr-2009	
An induction programme for all managers is developed and rolled out across the new authority.	Jan-2010	Mar-2010	
Unified appraisal and people related performance management policies and systems have been developed and agreed.	Feb-2009	Mar-2010	
Adequate support is available to all staff (e.g. Wellbeing @Work, OHU, Central Placement Unit, training, etc).	Apr-2009	On-going	
Harmonisation of terms and conditions of employment.	Apr-2010	Apr-2011	
Harmonisation of all personnel policies and procedures.	Apr-2010	Apr-2011	
Consistent ways of working (flexible and mobile working) are implemented across the new authority.	Apr-2010	Apr-2011	
A skills audit has been undertaken across the new authority and any gaps identified.	Apr-2010	Sep-2011	
Operations / services			
Service provision currently provided by District and County Councils disaggregated between the two new authorities. For example, the identification of which schools will fall within each new authority.	Feb-2009	Mar-2010	
A business continuity plan has been developed and implemented to ensure continuity of front line services from day 1.	Feb-2009	Dec-2009	
Management teams for key service areas recruited and in post.	Oct-2009	Mar-2010	
A review of all performance management systems across relevant authorities has been undertaken and a single approach developed and implemented.	Feb-2009	Dec-2009	
A clear understanding has been achieved of the roles and responsibilities of relevant authorities being combined.	Aug-2008	Feb-2009	
Emergency plans for the new authority developed, agreed and ready for operation.	Feb-2009	Mar-2010	
A programme of service re-design developed and implemented.	Apr-2010	Mar-2011	
Technology and systems			
ICT strategy developed and agreed and action plan implemented.	Feb-2009	Mar-2010	
Appropriate ICT security systems are in place (e.g. WAN secured, firewall, etc).	Feb-2009	Mar-2010	
Disaggregation of data held on existing ICT systems across relevant authorities.	Feb-2009	Mar-2010	
Email addresses changed for all staff in new authority.	Feb-2009	Mar-2010	
ICT - integration / joining of separate networks.	Feb-2009	Mar-2010	
Staff in new authority have compatible desktop systems, facilitating collaborative working.	Feb-2009	Mar-2010	
Disaggregation of major directorate systems as appropriate.	Feb-2009	Mar-2010	

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Information cataloguing standards developed and agreed.	Feb-2009	Mar-2010	
Information security policies and procedures developed and agreed.	Feb-2009	Mar-2010	
Customer Focus			
Customer access strategy developed, agreed and implemented to include access by all channels e.g. telephone, CSC, face to face access in relevant coastal and market towns.	Feb-2009	Mar-2010	
Customer service standards agreed and a consistent approach to dealing with customer complaints developed.	Feb-2009	Mar-2010	
Freedom of information handling across the new authority agreed.	Feb-2009	Nov-2009	
Communications and marketing			
Internal: Stakeholder management is developed and implemented for all internal stakeholders to cover the transition programme and beyond.	Sep-2008	Mar-2010	
External: Stakeholder management is developed and implemented for all external stakeholders to ensure that all residents are aware of the new authority arrangements.	Feb-2009	Mar-2010	
Branding for the new authority is designed, agreed and implemented.	Feb-2009	Mar-2010	
A dedicated website is developed for the lifetime of the transition programme.	Sep-2008	Feb-2009	
A single corporate website is developed and operational.	Sep-2008	Feb-2010	
Transition planning			
A detailed implementation plan is produced and programme and project documentation completed.	Sep-2008	Mar-2009	
Programme and project management governance for the transition programme is agreed and implemented.	Feb-2009	March 2010 and beyond	
A strategic approach to risk management is taken and adhered to.	Feb-2009	Mar-2010	
Financial arrangements are in place to cover all requirements.	Sep-2008	Mar-2009	
A transitional team is recruited.	Sep-2008	Mar-2009	
An accurate asset register to be available.	Dec-2008	Apr-2009	
Dissagregation of assets and liabilities is carried out as appropriate.	Dec-2008	Apr-2009	
Appropriate property strategies to support the delivery of front and back office services for the new Authority are developed.	Feb-2009	Dec-2009	