

**IMPLEMENTATION EXECUTIVE
23 SEPTEMBER 2008**

TOWARDS ONE COUNCIL – PROGRESS REPORT

Executive Summary

This report headlines the overall current progress on the transition programme for One Council that is not addressed by other items on the agenda.

Current progress is assessed as being very much in line with expectations and there are no critical issues identified that currently require a member decision.

Proposal

There are no specific proposals in this paper

Reasons For Proposals

To provide a strategic overview for the Implementation Executive

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1. Introduction

- 1.1. The transfer of responsibility for delivery of the over all programme to Service Directors has now been completed.
- 1.2. A significant volume of work is being undertaken across the five authorities on the transition, but at this time there are no critical areas of activity requiring a member decision.

2. Department of Communities and Local Government

- 2.1. We continue to report progress to the DCLG via a regular update based on the critical path, which has been well received.

3. Governance

- 3.1. A diagram of the current activity across the Programme Office in terms of governance and reporting to CLT will be circulated at the meeting.
- 3.2. An updated copy of the Day One Plan will also be circulated at the meeting. It's purpose is to highlight the key Day One related activities that are occurring across the wide range of projects within the transition. Each individual Service Director, supported by the programme office, maintains their own individual detailed project plans and appropriate supporting documentation.
- 3.3. These have all been updated and reviewed as part of the hand over process to service directors.
- 3.4. The critical path document is a tool to identify what elements of activity across the wider transition programme interrelate, and have an impact, on other areas. This is an essential tool to enable us to ensure that an activity or action that underpins a range of outcomes is understood in it's wider context, rather than just within the specific area that will deliver it.
- 3.5. As we move forward, this relatively simple tool will form the basis for our progress tracking at the overall programme level. It will also form the basis of specific communications to Service Directors highlighting what key actions are required of them at specific times.
- 3.6. At present, the critical path is focused on the transition period but will be developed over coming months to provide an overview of the key change programs across the councils.
- 3.7. It has already proved a useful document, but must be seen in the context of it being a 'live' document that is constantly amended and updated.

4. Delivering the Business Case – Main Headings Not Covered by the Agenda

4.1. Strategic Leadership:

- 4.2. Plans for the drafting of the constitution and other key policies for the operation of the Council are in hand and will be brought to the Implementation Executive for approval in due course.

4.3. County officers are working with SDC officers to ensure that an appropriate application is made for the retention of City status for Salisbury in line with DCLG guidance.

4.4. Customer Access:

4.5. A suitable property to support customer access in Salisbury has been identified and a Heads of Terms agreement had been agreed in relation to this.

4.6. Officers are very pleased with the location of this property, which links directly to Penny Farthing House, and work is commencing regarding the proposed future layout required within this building.

4.7. The proposed solution will be achieved within the identified budget and a further update will be brought to IE as the required planning consents are achieved. Current predictions are that the facility could become operational during April or May 2009, subject to the appropriate planning consents.

5. Current Key Activity

5.1. Service Directors are continuing to work on the development of their preferred structures for 2009 / 2010. These structures will reflect the bringing together of the workforce of five authorities and are essential support the budget process.

5.2. With regard to the appointments process, negotiations are currently taking place with the Unions on a procedure for appointing staff within the new structures which is fair and lawful. The outcomes of these negotiations will be reported to a future meeting of the IE. A further meeting with the trade unions is planned for 30th September.

5.3. The Programme Office, on behalf of the Director of Community Leadership and Support, are continuing to work with SDC officers to develop a shared overview of the remaining activity and timeline needed to deliver the Parishing of Salisbury, full details of which will be brought to IE in October.

5.4. The BMP reached a major milestone in August following sign-off of the Blueprint (the agreed standardised business processes) that will be adopted with the introduction of SAP on 1st April 2009.

5.5. Having agreed the Blueprint design, which will deliver a 100% standard (or 'Vanilla') SAP solution, the next phase of the programme (Realisation) is the most significant and will involve considerable activity from staff across all five councils. The BMP team has arranged a series of staff road shows during September, which will engage with staff at all levels so that they better understand the implications of the programme and are able to raise any queries or concerns they may have.

5.6. Whilst Logica are busy configuring the SAP system to meet our needs, council staff are now working on the important finance, HR, procurement and performance data that will be migrated into SAP. This key activity will ensure that the data used by Wiltshire Council has been fully tested in the

system well before go-live. We will also identify those staff who will use the new SAP system so that they can be trained in good time.

- 5.7. The Realisation phase will also see Service Directors begin to review their business processes to ensure they make best use of the new technology and the standardisation it will bring. This work will include identification of the benefits in each area and development of benefit delivery plans.