

## CHESHIRE EAST

### Cabinet

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**Date of meeting:** 21 May 2008  
**Report of:** Policy Support Team  
**Title:** Implementation Planning

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#### 1.0 Purpose of Report

- 1.1 To highlight critical milestones from the High Level Implementation Plan and to suggest proposals for regular progress reporting.

#### 2.0 Decisions Required

- 2.1 The Cheshire East Cabinet is recommended to acknowledge the significance of the critical milestones and support the approach and timetable for reporting progress.

#### 3.0 Financial Implications for Transition Costs - None

#### 4.0 Financial Implications 2009/10 and beyond - None

#### 5.0 Risk Assessment - All milestones should be considered against the full Risk Register.

#### 6.0 Information

- 6.1 From the High Level Implementation Plan a series of critical milestones from May 2008 are identified as fundamental to the successful delivery of the transition plan and listed below (the High Level Implementation Plan itself is attached as an appendix to this report). They should be considered alongside the top level risks which highlight the consequences of not meeting the specified dates. All April 2008 key milestones have been achieved.

i.	<b>Approval of Project Initiation Documents</b> Project Initiation Documents for People, Place, Performance & Capacity will define all major aspects of the projects.	May 08
ii.	<b>Key Officer Appointments</b> Designation of Interim Chief Finance Officer and Monitoring Officer Proportionality and Appointment of Cabinet Appointment of Leader / Deputy Leader Chief Executive Appointment by Shadow Authorities School Governors Reappointing Recruitment of Deputy Chief Executives	May 08 May 08 May 08 July 08 Sep 08 Oct 08
iii.	<b>Area &amp; Neighbourhood Working</b> Develop Area & Neighbourhood Working Principles and Community Empowerment Principles Define Area & Neighbourhood Working Principles and Community Empowerment Principles Consultation with wider community commences	May 08  Jun 08 Jul 08
iv.	<b>Financial Cost Envelope</b> Initial Financial Cost Envelope 2009/10 (and beyond) including Dedicated Schools Grant and other Funding Streams Financial Cost Envelope 2009/10 (and beyond) including Dedicated Schools Grant and other Funding Streams	Jun 08  Jul 08
v.	<b>Organisational Design</b> Organisational Design Principles Decision on Shared Services Service Delivery Model (aggregation / disaggregation of Services) Principles for Aggregation / Disaggregation of Staff	Jul 08 Jul 08 Jul 08 Aug 08

vi.	<b>Continuity of Frontline Service Delivery</b> from 1 April 2009	Oct 08
vii.	<b>All 'Key DCLG Milestones'</b> as highlighted in the Implementation Plan	Various

## 6.2 Key Member/Officer Appointments

6.2.1 In May recruitment of the Chief Executive begins. The Chief Executive will be appointed towards the end of July and in post by November/December 2008 at the latest. Other key appointments vital to the programme include the appointment of Leader and Deputy Leader the Interim Chief Finance Officer and Monitoring Officer, appointment of Cabinet, and the reappointment of School Governors.

6.2.2 In September, the newly appointed Chief Executive will be required to agree high level organisational structures. Slippage of this milestone will not only delay implementation of the organisational structures but also have knock-on effects on the Deputy Chief Executive and Director appointments.

## 6.3 Area & Neighbourhood Working

6.3.1 Towards the end of May and through the summer Area and Neighbourhood working and Community Empowerment principles are to be developed and defined. Consultation with the wider community on Area & Neighbourhood Working will commence in July 2008.

## 6.4 Financial Cost Envelope

6.4.1 The Cabinet in June and July will consider the initial Cost Envelope for 2009/10 including Dedicated Schools Grant and other funding streams.

## 6.5 Organisational Design

6.5.1 A number of areas have been identified as contenders for an aggregated function and their suitability for a pan Cheshire service assessed. Recommendations will be put before the Caabinet Executive in July for consideration and endorsement.

6.5.2 Principles to guide the creation of the new organisational design of the two Authorities have been identified. Based on this the proposed Management Structures will be taken to the Cabinet in July. These milestones are crucial to ensure timely planning for the new structures and to prevent delays to other dependent milestones.

## 6.6 Continuity of frontline service delivery from 1 April 2009

6.6.1 It is essential that those who receive front line service provision are not affected by transitional upheaval on or after vesting day. In October, both People and Places Block Leads are due to confirm their readiness for ensuring continuity of all frontline service.

## 6.7 All 'Key DCLG milestones' as highlighted in the Implementation Plan

6.7.1 The *Department for Communities and Local Government* have emphasised the need to acknowledge key milestones outlined in the Order and include these in the High Level Implementation Plan. Such milestones include:

Results from the scoping / baselining exercise; compiling relevant information on staff, buildings, liabilities and assets of existing Authorities	Apr 08
High Level Implementation Plan (final version) and Risk Analysis	May 08
Draft Protocol for general consent in relation to Disposals/Contracts and Agreements	May 08
Production of Asset Register	Jun 08
Appointment of Chief Executive	Jul 08
Chief Executive in Post	Dec 08
Appointment of Statutory Officers (Finance Officer and Monitoring Officer)	Dec 08

## 7.0 Proposals for Reporting Progress

7.1 It is proposed that progress be reported monthly to the Cabinet. Each quarter the Cabinet also will receive an update on how the programme is progressing against the desired outcomes of Affordability; Partner and Stakeholder Support; Strong, Effective and Accountable Strategic Leadership; Neighbourhood Empowerment and Flexibility; and Value for Money and Equity

## 8.0 Milestones during May 2008

8.1 The following milestones which have been grouped under the relevant Block, Joint Transitional Project or Overall Programme, are to be achieved during May.

Overall Programme	Elections Take Place First Full Council Commencement of Chief Executive Recruitment Process
People	Managing Relationships with Schools – key issues paper produced Agree definition and Block (People or Places) of Cultural Services
Places	Service area sub group work streams commenced and work stream plans completed Initial engagement with Block and Joint Transitional Leads complete Alignment of Waste Contract Planning commenced
Performance & Capacity	Area & Neighbourhood Working Principles and Community Empowerment Principles to be developed. Draft Protocol for general consent in relation to Disposals/Contracts and Agreements (Key DCLG Milestone) Member Learning & Development events
HR	Shadow Council to make decision on Pay, Grading and Conditions of Employment Cabinet/Council decision on Severance
IT/ Knowledge Management	IT support for all Shadow Councilors to be in place

## 9.0 Reasons for Recommendations

9.1 The key milestones are important and have a critical impact on the overall programme. Members will therefore wish to acknowledge and monitor their progress.

### **For further information:-**

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**Background Documents:-**Documents are available for inspection at:Democratic Services, Westfields, Congleton