

CHESHIRE EAST

Cabinet

Date of meeting: 4 November 2008
Report of: Leader
Title: Progress Reporting Paper

1.0 Purpose of Report

- 1.1 The purpose of this paper is to provide Members with an update on the programme; to draw attention to progress made against key milestones and highlight what the next steps will be for the forthcoming months.

2.0 Decisions Required

The Cheshire East Cabinet is recommended to:

- 2.1 note progress made during October (appendix 1);
- 2.2 recognise activities to be undertaken throughout November and December (appendix 2)

3.0 Financial Implications for Transition Costs

- 3.1 None

4.0 Financial Implications 2009/10 and beyond

- 4.1 None

5.0 Risk Assessment

- 5.1 All milestones should be considered against the high level Risk Matrix.

6.0 Background - Appendix 1: Progress during September

- 6.1 Appendix 1 sets out the key milestones, as taken from the High Level Implementation Plan, which were due for completion in October. The status of each milestone and a brief description of what has been achieved can be found here.

7.0 Options - Appendix 2: Next Steps

- 7.1 Appendix 2 highlights the key milestones to be achieved in November and December.

8.0 Appendix 3 – Milestone Plan

8.1 Appendix 3 provides a visual representation of progress to date in the form of a Milestone Plan.

9.0 Reasons for Recommendations

9.1 Members of the Cabinet are invited to comment on:

- achievements to date; and
- activities that need to be undertaken throughout November and December.

For further information:-

Portfolio Holder: Councillor Wesley Fitzgerald

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Background Documents:-

Documents are available for inspection at:

Member Support Team, Westfields, Middlewich Road, Sandbach, CW11 1HZ

PROGRESS DURING OCTOBER

Listed below are a number of key milestones that were due to be completed in October. The status of each milestone and a brief summary of what has been achieved can be found in the paragraphs following the table.

OCTOBER	
Overall Programme	1.1 Chief Executive in Post 1.2 Tier 2 Appointments
People	1.3 Set up School Forum 1.4 Set up School Admission Forum 1.5 School Governors Re-appointing
Finance & Asset Management	1.6 Medium Term Financial Strategy Update

1.1 Chief Executive in Post - COMPLETE

Erika Wenzel, Cheshire East Council's Chief Executive, has become the Shadow Authority's first member of staff by taking office early last month.

1.2 Tier 2 Appointments – IN PROGRESS

Arrangements are in hand to appoint an externally sourced Interim Strategic Director (Places) and for external recruitment to the permanent Strategic Director Post.

The closing date for the four corporate posts was 3rd October 08. Erika Wenzel met with the recruitment consultants and they have agreed a longlist of applicants who have been subject to an assessment centre, for the posts of Treasurer and Head of Policy and Performance. However, it was felt that the field of applicants for the post of Head of Human Resources/Organisational Design and Borough Solicitor was not strong and therefore agreed that these posts should be re-advertised externally. Longlisting and shortlisting will take place in November and interviews with Members arranged as soon as possible thereafter.

1.3 Set up School Forum – IN PROGRESS

At the last Cabinet meeting consideration was given to a report of the People Block Lead Officer on the size and composition of the Cheshire East Schools Forum, and on its proposed Terms of Reference. The Cabinet considered the suggested size of the Forum was too large and it was therefore agreed that it should be reduced from a total of 31 to 27; this would still allow for proper representation from the various sectors, with eight primary school representatives and eight secondary representatives for the Schools Group

(four headteachers and four governors for each) and that the Forum would be of a more manageable size

1.4 Set up School Admission Forum – IN PROGRESS

Back in August, Members of Cheshire East Cabinet approved the continuation of the existing process relating to admissions and appeals for September 2009 intake. The admissions team would then be disaggregated on a phased basis from September 2009.

Approval was also given to the County Council to commence the formulation of the September 2010 policy and the statutory consultation process, to be completed by March 2010.

The establishment of two separate Admissions Forums from Autumn 2008 was supported by Members. This would allow each Local Authority to be advised on issues and policies relating to its local area and local schools.

The County Council will begin drawing up proposals in liaison with the existing Admissions Forum for the relevant area(s), which will be subject to a 30-day consultation period prior to determination.

1.5 School Governors Re-appointing – IN PROGRESS

A paper entitled 'Local Authority School Governor Appointment Process' was produced by the People Block Lead Officer for consideration at September's Governance & Constitution Committee. In short, the paper was requesting agreement on the proposed process for appointing Local Authority Governors. This included approval of a number of documents; Model Role Descriptions, Code of Conduct for LA Governors, Criteria for Appointment and Terms of Reference of Appointment Panel.

This item was deferred until the following Governance & Constitution Committee to be held on 3rd November.

1.6 Medium Term Financial Strategy – IN PROGRESS

Work on the Medium Term Financial Strategy has been progressing well under the direction of Cllr Keegan, portfolio holder for Resources. Work is underway on the development of the Financial Envelope for Cheshire East. Guidance and templates are also being produced which will be completed by Lead Finance Officers and returned shortly thereafter.

NEXT STEPS

The following milestones have been grouped under the relevant Block, Joint Transitional Project or Overall Programme and are to take place throughout November and December.

NOVEMBER	
People	<ul style="list-style-type: none"> ▪ Agree Packages / Costs of Support Services for Schools ▪ Set up School Forum ▪ School Governors Re-appointing
Places	<ul style="list-style-type: none"> ▪ Waste Disposal Contract Preferred Bidder
Performance & Capacity	<ul style="list-style-type: none"> ▪ Establish Shadow Local Strategic Partnership ▪ Corporate Plan Development
HR	<ul style="list-style-type: none"> ▪ liP Arrangements for New Authority ▪ Agree Core Values Framework ▪ Employee Code of Conduct
Finance & Asset Management	<ul style="list-style-type: none"> ▪ Medium Term Financial Strategy Update ▪ Transitional Cost Update ▪ Disaggregation of Cheshire County Council Balance Sheet Progress and Approval Report

DECEMBER	
Overall Programme	<ul style="list-style-type: none"> ▪ Statutory Officers Appointed
People	<ul style="list-style-type: none"> ▪ Set up School Admin Forum
Places	<ul style="list-style-type: none"> ▪ Local Development Scheme
HR	<ul style="list-style-type: none"> ▪ Strategy for Pay & Policy Harmonisation
Finance & Asset Management	<ul style="list-style-type: none"> ▪ Medium Term Financial Strategy Update