

BABERGH DISTRICT COUNCIL

FROM: Head of Corporate Services

REPORT NUMBER

G4

TO: COUNCIL

DATE OF MEETING

17 May 2007

TASK GROUPS AND PANELS – APPOINTMENT OF MEMBERS AND ANNUAL REPORTS

1. SUMMARY

To appoint members to serve on the Council's Task Groups/Panels, to note the progress on the work plans for 2006/07 (Appendix 1) and to approve the work plans for 2007/08 (Appendix 2).

2. RECOMMENDATIONS

2.1 That the following Task Groups/Panels continue for 2007/08:

- (a) Human Resources Panel (including substitutes for Staff Joint Consultative Committee)
- (b) Pin Mill Task Group
- (c) Village of the Year Awards Panel
- (d) Housing Panel
- (e) Procurement Task Group
- (f) Information Management Group (to replace E-Government Steering Group)
- (g) CAST (Customer Access and Service Transformation) Programme Board

2.2 That the progress of the Task Groups/Panels during 2006/07 as outlined in Appendix 1 be noted.

2.3 That the proposed work plans of the Task Groups/Panels for 2007/08 as set out in Appendix 2 be approved.

2.4 That membership of these Task Groups/Panels for 2007/08 be determined.

3. FINANCIAL IMPLICATIONS

3.1 None

4. KEY INFORMATION

4.1 In relation to the CAST Programme Board, Council may find it helpful to be aware of the background to the membership of the Board.

4.2 Initially, there was a CAST Project Board comprising officers and external advisers, chaired by the Chief Executive. Because of the significance of this project, it was agreed early in 2005 that a Member Sponsor be appointed to that Project Board.

- 4.3 It was further agreed at that time that, in addition to the Project Board, a CAST Member group be set up to bring together relevant wider interests in the CAST project i.e Procurement, Human Resources and E-Government; that such a group should have representation from all political groups on the Council and that the Member Sponsor on the Project Board should also be a member of the CAST Group.
- 4.4 Because of overlap and duplication between these two groups, it was agreed by Council on 11 April 2006, to formalise their merging into a single CAST Programme Board. It was further agreed that five elected Members should continue to represent the various wider interests outlined above and ensure representation from all political groups on the Board. The Chairman's Report on Progress, set out in Appendix 1, provides details of membership of the CAST Programme Board during 2006/07.
- 4.5 On the matter of 2.1 (f), it is proposed that a newly formed Information Management Group will incorporate the business of E-Government, but will also broaden its scope to ensure that issues related to the management of information in the Council and progress on the Local Authority Modernisation Programme (LAMP) project for example, are monitored with Member input.
- 4.6 The following Task Groups/Panels all consider that they should continue next year to enable the work outlined in their work plans to be progressed:-
- HR Panel
 - Pin Mill Task Group
 - Village of the Year Awards Panel
 - Housing Panel
 - Procurement Task Group
 - Information Management Group (to replace E-Government Steering Group)
 - CAST Programme Board
- 4.7 All Members have been asked to express their preferences to serve on these panels, and these details are currently being collated.

5. **RISK MANAGEMENT**

| Risk Description | Likelihood | Seriousness or Impact | Mitigation Measures |
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| Members not appointed and Task Groups unable to function | Very low | Marginal | Discussions already held with Group Leaders and programme for appointments agreed. |

6. **APPENDICES:**

- (a) Appendix 1 - Progress for 2006/07
- (b) Appendix 2 - Proposed work plans for 2007/08

7. **BACKGROUND PAPERS REFERRED TO:**

None

CONTACT: Steve Ellwood

DIRECT LINE: 01473 825876

HR PANEL

Chairman's Report on Progress – Year to March 2007

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| Membership | <p>Councillors:- Brian Lazenby, David Rose, Rex Thake, Humphrey Todd (Chairman), Jim Quinlan</p> <p>Officers:- Pat Rockall, Chief Executive/ Helen Style, Corporate Director John Raine ,Head of Organisational Development Jeanette Bray, HR & OD Manager Colin Matthews, Unison Representative Ruth Sadler, Senior HR Officer</p> | |
| Date of First Meeting in 2006/07 Municipal Year: 18th April 2006 | | |
| Functions of Task Group/Panel | Progress | |
| <p>1. <u>ORGANISATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Oversee the development of the Organisational Development Plan for the Authority. • Oversee the implementation of actions agreed within the OD Plan for 2006/07. | <p>A draft OD Plan was submitted to the HR Panel on 18 April 2006 for comment.</p> <p>The Panel have received updates at each meeting regarding the structural review of the Organisation.</p> | |
| <p>2. <u>HR STRATEGY</u></p> <ul style="list-style-type: none"> • Review the HR Strategy to ensure that it continues to support the OD Plan, Council Vision and corporate objectives and determine whether any revisions should be recommended. • Prepare an action plan with SMART targets. • Monitor the implementation of the Action Plan. • Consider any HR related issues or policies prior to reporting to the Strategy Committee. • Consider and make recommendations on any Industrial Relations issues which arise. | <p>The HR Panel held three meetings during the year</p> <p>The Panel considered a Report on the new Employment Equality (Age) Regulations and recommended appropriate actions to Strategy Committee. The Panel also considered and led, on behalf of the Authority, a response to the National consultation on proposed changes to the Local Government Pension Scheme.</p> | |

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| <ul style="list-style-type: none"> • Consider any HR developments in response to changes in employment law. • Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee. | | |
| <p>3. <u>REVIEW CAR ALLOWANCES</u></p> <ul style="list-style-type: none"> • Consider the outcomes of the review into staff benefits specifically covering car allowances, transport and travelling and recommend a sustainable package of proposals, in consultation with Unison. | <p>The HR Panel considered several reports providing options and proposals for a full review of all car allowances and responded to consultations during the process. They agreed proposals to change both car allowances and the lease car scheme, which were referred to Strategy Committee where all recommendations were adopted.</p> | |
| <p>4. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> • To meet the Staff Side at normal scheduled and special meetings of this body. | <p>A meeting was held in May, which gave full consideration to the review of car allowances.</p> | |

PIN MILL TASK GROUP

Chairman's Report on Progress – Year to March 2007

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| Membership | <p>Councillors:</p> <p>Bryn Hurren, Peter Jones, Len Young, James Long, David Rose Ward Member – Cllr. Penny Clarke SCC Member – Cllr. David Wood</p> <p>Officers:</p> <p>Ryan Jones, Kathryn Saward, John Winders, Stewart Schleip, Jonas Grist, Neil Henry</p> <p>Representatives of:</p> <p>Chelmondiston Parish Council, Pin Mill Society, Pin Mill Sailing Club, National Trust, Ipswich Borough Council, Environment Agency, Associated British Ports, Pin Mill Houseboat Owners</p> | |
| <p>Date of First Meeting in Municipal Year: 3rd June 2006</p> | | |
| Functions of Task Group/Panel | Progress | |
| 1. To complete the design of improvements to the Hard at Pin Mill | <p>Full consultation undertaken with all users of the Hard (and other interested parties).</p> <p>Final proposals agreed for improvements.</p> <p>Design completed and contract drawings prepared</p> | |
| 2. To seek appropriate funding to carry out these improvements | <p>Application for matched funding made to the Haven Gateway Project (supported by a strategic economic development report prepared by specialist consultants DTZ Piedad)</p> <p>Potential bid to the Heritage Lottery Fund investigated.</p> | |

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| 3. To implement these improvements | Awaiting outcome of matched funding application to the Haven Gateway Project |
| 4. To promote any enforcement action required during the year for the removal or clearance of abandoned vehicles along the foreshore area at Pin Mill | <p>No enforcement actions required.</p> <p>Seven applications for Certificates of Lawful Use, and two applications for Planning Permissions have now been processed and approved. This leaves a further 17 moorings to be resolved</p> <p>Positioning of formal mooring posts agreed with the National Trust for the houseboats in order to remove random moorings that are causing damage to trees</p> |
| 5. To support the introduction of appropriate arrangements for the removal of refuse deposited by visiting vessels | <p>Pilot scheme introduced for the summer season, which has proved reasonably successful.</p> <p>Scheme will be slightly modified and introduced permanently for 2007 and onward.</p> |
| 6. To complete the establishment of a company limited by guarantee to appropriately manage the foreshore at Pin Mill | <p>Independent legal advice taken, and all options considered, regarding the appropriate ‘legal entity’ for future management.</p> <p>Now awaiting outcome of matched funding application to the Haven Gateway Project before proceeding with the establishment of the company</p> <p>Members of the ‘company’ would be drawn from BDC, the parish council, the Pin Mill Society, the Pin Mill Sailing Club, the houseboat and boatyard owners, the commercial mooring owners, local businesses, local residents and the Sailing Barge associations. Each would have one representative.</p> |

HOUSING PANEL

Chairman's Report on Progress – Year to March 2007

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| Membership | <p>Councillors: - Penny Clarke Jennie Jenkins Neil MacMaster Wendy Sadler Richard Searle – Tenants' Forum representative Sue Wigglesworth – Chairman of Panel</p> <p>Officers: - Peter Brown – Principal Accountant David Clarke – Housing Support Manager Chris Foti – Head of Community Development Ryan Jones – Head of Contract and Asset Management John Kilgannon – Environmental Protection Manager Ian Tippet – Housing Services Manager</p> | |
| Date of First Meeting in 2006/07 Municipal Year: 27 April 2006 | | |
| Functions of Task Group/Panel | Progress | |
| <p>The Panel undertook a review (which included a consultation event for Members) of the following strategies and policy documents:</p> <ul style="list-style-type: none"> • Babergh's 2004-2009 Housing Strategy (including the Affordable Housing Programme) • Babergh's Homelessness Strategy • The Housing Revenue Account Business Plan • The Housing Stock Options Appraisal • The Sheltered Housing Review | Fully completed task | <p>The Panel's 2006 report was considered by O & S (CS) Committee: on 25 July 2006, approved by Strategy Committee on 17 August 2006 and by Council on 19 September 2006</p> |
| Feasibility study into the future use of the Council's Homelessness Reception Centre at Stour House | Feasibility study completed | Council to consider the Panel's report on 26 February 2007 |
| The Head of Contract and Asset Management consulted the Panel on the level of discount given to Registered Social Landlords when council owned land for new housing schemes in the approved Affordable Housing Programme was transferred | On-going | Delegated authority |

PROCUREMENT TASK GROUP

Chairman's Report on Progress – Year to March 2007

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| Membership | <p>Councillors:- Humphrey Todd (Chairman) Jennie Jenkins Dr. Michael Miller Chris Hunt David Grutchfield</p> <p>Officers:- Barry Hunter, Head of Finance + other Heads of Service as appropriate</p> |
| Date of First Meeting in 2006/07 Municipal Year: 22 May 2006 | |
| Functions of Task Group/Panel | Progress |
| <p>To oversee the procurement process in relation to current and future major projects (potential partnerships with other Suffolk Councils):</p> <ul style="list-style-type: none"> • The Leisure Trust (any final aspects that may require consideration) • Joint waste collection contract • Grounds maintenance and street cleansing contract • Others that may be identified <p>To ensure recognised procurement practices including robust option appraisal and Business case assessments are undertaken in relation to these and report to the Strategy Committee as and when appropriate</p> | <p>There were no outstanding issues on the Leisure Trust for the Task Group to consider.</p> <p>The Task Group considered the procurement issues relating to the joint waste collection contract throughout the year. The Chairman and individual Members attended various challenge days and joint meetings with Mid Suffolk DC. Strategy Committee approved the joint contract proposals (Paper F124) on the 16 November 2006.</p> <p>The Task Group has given initial consideration to the options for a joint grounds maintenance and street cleansing contract and partnering opportunities with other councils.</p> <p>Good progress has been made on finding procurement savings on commodity purchases and the savings target of £30,000 per annum has been achieved.</p> |

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| | <p>The Task Group has given initial consideration to a new Procurement Strategy and Framework for the Council that will build on this and look to embed the Procurement Strategy further, with a view to delivering more on the shared services and partnership approach to procurement.</p> |
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| <p>To approve spending plans, under delegation to the Chief Executive, in consultations with the Member e-Champion, in accordance with the budgetary provision and financial regulations.</p> | <p>Approval of:</p> <ul style="list-style-type: none"> ❑ Data Storage and Backup ❑ Local Authority Modernisation Programme (LAMP) ❑ Enhanced Revenue and Benefits system ❑ Document Image Processing in planning ❑ Hardware refresh programmes (PCs, Servers, Windows NT replacement) ❑ Disaster Recovery programme ❑ Microsoft Office update programme ❑ Website development programme ❑ Mobile working programmes ❑ E-Planning programme ❑ E-mail archiving programme | <p>EG9c EG12e</p> <p>EG12d</p> |
| <p>To report progress and make recommendations, as considered appropriate, to the Strategy Committee</p> | <p>E-Government Steering Group Update Reports LAMP Lessons Learned</p> | <p>Paper F86 (Sep 06) Paper F199 (Mar 07) EG11c EG11d</p> |
| <p>To refer people issues and recommendations, resulting from modernising the service delivery to the Human Resources Panel.</p> | | |
| <p>To work in conjunction with the CAST Programme Board.</p> | <p>Recommendation of technical solution of DIP in Planning</p> | <p>EG12d</p> |
| <p>To report progress on Benefits and Efficiency Savings made as a result of implementing e-Government.</p> | <p>Twice yearly update report to Strategy committee</p> | <p>E-Government Steering Group Update Reports Paper F86 (Sep 06) and Paper F199 (Mar 07)</p> |

CAST PROGRAMME BOARD

Chairman's Report on Progress – Year to March 2007

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| Membership | <p>Board Members:</p> <ul style="list-style-type: none"> ▪ Cllr. Humphrey Todd (Conservative) (Chairman of the Board; Chairman of the Procurement Task Group; Efficiencies and Procurement Champion and Chairman of the HR Panel.) ▪ Cllr. Duncan Read (Liberal Democrat)- Chairman e - Government Steering Group and e-Government Champion ▪ Cllr. John Brand (Independent) ▪ Cllr. Michael Miller (Liberal Democrat) (prior to April 2006, Member Sponsor on the former CAST Project Board and Member Group) ▪ Cllr. Jim Quinlan (Labour) ▪ Pat Rockall (Chief Executive) <p>Officers:</p> <p>Regularly in attendance</p> <ul style="list-style-type: none"> ▪ Helen Style(Corporate Director) ▪ Bob Southgate (Head of Customer Services) ▪ Christine Bromley (UNISON Representative) ▪ Trevor Nelson (CAST Programme Manager) <p>Attendance as required</p> <ul style="list-style-type: none"> ▪ Barry Hunter (Head of Finance) ▪ Robert Lavell (ICT Manager) ▪ Dawn Williams (Customer Access Manager) ▪ Trevor Nelson (Programme Manager) | |
| Date of First Meeting in 2006/07 Municipal Year: 25th April 2006 | | |
| Functions of Task Group/Panel | | |
| The primary objective of the CAST Board is <i>to be responsible for the final delivery of CAST and implementing the investment decision of the Council.</i> | <p>More detailed objectives for the Board are to ensure:</p> <ul style="list-style-type: none"> • The Project is being managed in accordance with the requirements of the Council; • The Business Case is developed and maintained through the various stages of the Project; • Appropriate levels of quality management and standards are maintained; • The Project is being managed effectively with adequate resources and management input; • Ensure that risks associated with the Project are identified and managed effectively to mitigate risk throughout the Project; • Facilitate decision making and effective management to the point where the project has been successfully completed. | |

Outputs

- Outline Business Case(OBC) on the opportunities for collaborating with other Suffolk Councils on Customer Access as required by the Strategy Committee on 4 August 2005 (Paper E78).
- 2 year programme plan and budget requirement for implementation of the Positioning Option identified within the OBC (approved by Council on 11th April 2006 Paper E286). Considered by Strategy Committee 28th September 2006(Paper F85) Approved by Council 31st October 2006.
- A progress update report on the CAST programme for Strategy Committee on the 8th March 2007. (Paper F198)
- Risk register covering all aspects of the CAST programme and mitigation in place.
- Implementation of the recommendations from 3 Business Process Re-engineering projects covering Planning administration, Housing & Council Tax Benefit claims and Environmental Services (Wheelie bin issue, Bulky refuse, pest control)
- Programme review meetings on 25th April, 6th July, 11th September, 6th December 2006 and 14th February, 19th April 2007 ensuring that
 - Project management and progress are meeting the expectation of the Council.
 - Budgets, and other resources, are sufficient and being deployed effectively.
 - Risks have been identified and are being managed effectively.
 - UNISON are fully engaged with the programme and any concerns or issues were addressed.
 - Facilitating decision making without the need for the regular involvement of Strategy Committee.

HR PANEL

Proposed Work Plan 07/08

| Membership | <p>Councillors:- To be appointed</p> <p>Officers:- Helen Style, Corporate Director Andrew Hunkin, Head of Corporate Services Jeanette Bray, HR & OD Manager Heather Worton /Christine Bromley, Unison Representatives Ruth Sadler, Senior HR Officer</p> | |
|---|--|------------------------------------|
| Date of First Meeting in 2007/08 Municipal Year: tbc | | |
| Programme and Functions of Panel | Proposed Timescale for Consideration of Programme | Date of Report to Committee |
| <p>1. <u>ORGANISATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Oversee the development of the Organisational Development Plan for the Authority. • Oversee the implementation of actions agreed within the OD Plan for 2007/08 | To be arranged as necessary throughout the year | As and when necessary |
| <p>2. <u>HR STRATEGY & POLICY</u></p> <ul style="list-style-type: none"> • Review and update the HR Strategy to ensure that it supports the Council Vision and corporate objectives and recommend any changes and revisions appropriate. • Consider any HR related issues or policies prior to reporting to the Strategy Committee. • Consider and make recommendations on any Industrial Relations issues which arise. • Consider any HR developments in response to changes in employment law. • Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee. | To be arranged as necessary throughout the year | As and when necessary |

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| <p>3. <u>MONITORING CORPORATE STAFFING INDICATORS</u></p> <ul style="list-style-type: none"> Review and monitor HR performance indicators and other staffing related corporate health statistical information as appropriate | | |
| <p>4. <u>HEALTH AND SAFETY</u></p> <ul style="list-style-type: none"> Oversee proposals for resourcing the Council's health and safety role. Receive annual report and any further updates necessary on health and safety matters. Receive feedback from the Officers and/or Member champion for health and safety on any inspections carried out. | | |
| <p>5. <u>PENSIONS</u></p> <ul style="list-style-type: none"> Oversee forthcoming pension changes and respond to any consultation exercises as required. | | |
| <p>6. <u>EQUALITY & DIVERSITY</u></p> <ul style="list-style-type: none"> Receive reports from the Equality and Diversity Group relating to the Council's role as an Employer. | | |
| <p>7. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> To meet the Staff Side at normal scheduled and special meetings of this body. | <p>To be arranged as necessary throughout the year.</p> | <p>As and when necessary.</p> |

PIN MILL TASK GROUP

Proposed Work Plan 2007/08

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| Membership | <p>Councillors:</p> <p>To be appointed Ward Member – SCC Member –</p> <p>Officers:</p> <p>Ryan Jones, Kathryn Saward, John Winders, Stewart Schleip, Jonas Grist, Neil Henry</p> <p>Representatives of:</p> <p>Chelmondiston Parish Council, Pin Mill Society, Pin Mill Sailing Club, National Trust, Ipswich Borough Council, Environment Agency, Associated British Ports, Pin Mill Houseboat Owners</p> | |
| Date of First Meeting in Municipal Year: to be arranged | | |
| Functions of Task Group/Panel | Proposed Timescale | Date of Reports to Committee |
| 1. To gain appropriate funding to carry out the agreed improvements to the Hard | April 2007 | June 2007 |
| 2. To establish a company limited by guarantee to appropriately manage the foreshore at Pin Mill | July 2007 | June 2007 |
| 3. To implement the proposed improvements to the Hard | September 2007 | N/a |
| 4. To promote any enforcement action required during the year for the removal or clearance of abandoned vessels along the foreshore area at Pin Mill | As required | N/a |

VILLAGE OF THE YEAR AWARDS PANEL

Proposed Work Plan 07/08

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| Membership | Councillors:- To be confirmed Officers:- Mr C A Matthews |
| Date of First Meeting in Municipal Year: To be determined | |
| Functions of Task Group/Panel | Progress |
| To judge the District Round of the Village of the Year Awards in accordance with the criteria set by the Suffolk Association of Local Council (SALC) | Judging to be completed in June 2007 |

HOUSING PANEL

Proposed Work Plan 07/08

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| Membership | Councillors: - To be appointed Richard Searle – Tenants' Forum representative Officers: - Peter Brown – Principal Accountant David Clarke – Housing Support Manager Chris Foti – Head of Community Development Ryan Jones – Head of Contract and Asset Management John Kilgannon – Environmental Protection Manager Ian Tippett – Housing Services Manager | |
| Date of First Meeting in Municipal Year: To be arranged | | |
| Functions of Task Group/Panel | Plan | Date of Report to Committee Meeting |
| To undertake a review of the following strategies and policy documents: <ul style="list-style-type: none"> • Babergh's 2004-2009 Housing Strategy (including the Affordable Housing Programme) • Babergh's Homelessness Strategy • The Housing Revenue Account Business Plan • The Sheltered Housing Review | Work to start after May elections | Autumn cycle of Overview and Scrutiny (CS) Committee, Strategy Committee and Council |
| To consider the results of the Gypsy and Travellers Needs Assessment and make recommendations to Strategy Committee on Babergh's response | Awaiting completed survey results from 'shusu' – the consultants commissioned to undertake the survey | To be decided |
| To develop an implementation plan for a Choice Based Lettings Scheme for Babergh | Programme still in early stages of development | Strategy Committee – early 2008 |

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| To be consulted on the level of discount to be given to Registered Social Landlords when selling council owned land for new housing in the approved Affordable Housing Programme in conjunction with the Head of Contract and Asset Management | On-going | Delegated authority |
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PROCUREMENT TASK GROUP

Proposed Work Plan 07/08

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|--|--|---|
| Membership | Councillors:- To be appointed Officers:- Barry Hunter, Head of Finance + other Heads of Service as appropriate | |
| Date of First Meeting in Municipal Year: | | |
| Functions of Task Group/Panel | Proposed Timescale for Consideration of Programme | Date of Report to Committee |
| <p>To oversee the procurement process in relation to current and future major projects (potential partnerships with other Councils):</p> <p>(a) Grounds maintenance and street cleansing contract</p> <p>(b) Others that may be identified</p> <p>To ensure recognised procurement practices including robust option appraisal and Business case assessments are undertaken in relation to these and report to the Strategy Committee as and when appropriate.</p> | <p>(a) February - June 2007</p> <p>(b) As they arise</p> | <p>(a) Strategy Committee - August 2007</p> <p>(b) As appropriate during the year</p> |
| <p>To recommend a new Procurement Strategy and Framework for Babergh that:</p> <ul style="list-style-type: none"> • Builds on the existing strategy • Embeds procurement in our business planning and processes, and • Addresses the challenges from the latest shared services/partnership agenda • Contributes towards our Efficiencies and Strategy and improves Value for Money | February – May 2007 | <p>O&S (Stewardship) – 5 June 2007</p> <p>Strategy 28 June 2007</p> |

INFORMATION MANAGEMENT TASK GROUP

Proposed Work Plan 07/08

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| Membership | Councillors:- TBC Officers:- Helen Style (Corporate Director) Carl Reeder (Information and Projects Manager) Robert Lavell (Information Management and Technology Manager) Bob Southgate (Head of Customer Service) Christine Bromley (UNISON Representative) | |
| Date of First Meeting in Municipal Year: June 07 – Date yet to be confirmed | | |
| Functions of Task Group/Panel | Progress | Reports |
| To implement and monitor the Council's E-government Strategy – (including the ICT strategy, ICT capital programme and related BPR activities) making necessary recommendation and changes. | | |
| To approve spending plans, under delegation to the Chief Executive, in consultations with the Member e-Champion, in accordance with the budgetary provision and financial regulations. | | |
| To report progress and make recommendations, as considered appropriate, to the Strategy Committee | | |
| To refer people issues and recommendations, resulting from modernising the service delivery to the Human Resources Panel. | | 27 th September 2007 Strategy Committee for 30 October Council. 6 th March 2007 Strategy for 15th April Council |
| To work in conjunction with the CAST Programme Board. | | |

CAST PROGRAMME BOARD

Proposed Work Plan 2007/08

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| Membership | <p>Board Members:</p> <ul style="list-style-type: none"> ▪ Member representation to be determined by Council ▪ Pat Rockall (Chief Executive) <p>Officers:</p> <p>Regularly in attendance</p> <ul style="list-style-type: none"> ▪ Helen Style(Corporate Director) ▪ Bob Southgate (Head of Customer Services) ▪ Christine Bromley (UNISON Representative) ▪ Trevor Nelson (CAST Programme Manager) <p>Attendance as required</p> <ul style="list-style-type: none"> ▪ Barry Hunter (Head of Finance) ▪ Robert Lavell (ICT Manager) ▪ Dawn Williams (Customer Access Manager) | |
| <p>Date of First Meeting in 2007/08 Municipal Year: 19th April 2006. Future meeting dates to be agreed.</p> | | |
| Functions of Task Group/Panel | | |
| <p>The primary objective of the CAST Project Board is <i>to be responsible for the final delivery of CAST and implementing the investment decision of the Council.</i></p> | <p>More detailed objectives for the Project Board are to ensure:</p> <ul style="list-style-type: none"> • The Project is being managed in accordance with the requirements of the Council; • The Business Case is developed and maintained through the various stages of the Project; • Appropriate levels of quality management and standards are maintained; • The Project is being managed effectively with adequate resources and management input; • Ensure that risks associated with the Project are identified and managed effectively to mitigate risk throughout the Project; • Facilitate decision making and effective management to the point where the project has been successfully completed. | |

Workplan

- Production of 6 monthly programme update reports for Strategy Committee on 27th September 2007 and 6th March 2008.
- Development of an outline strategy for ongoing service transformation and potential greater business efficiency following completion of the current CAST programme in 2008/09.
- Board meetings at regular intervals to ensure
 - Project management and progress are meeting the expectation of the Council.
 - The service improvements, efficiency gains and improved performance anticipated from the Positioning Option are being delivered.
 - Budgets, and other resources, are sufficient and being deployed effectively.
 - Risks have been identified and are being managed effectively.
 - UNISON are fully engaged with the programme and any concerns or issues were addressed.
 - Facilitating decision making without the need for the regular involvement of Strategy Committee.