

PROJECT PLAN

Steering Group: Ed Watson (EW), Graham Stallwood (GS), Paul Dur

Project Group: Stuart Reilly (SR), Simon Cohen (SC), Karen Wright (Greening (SG), Phil Sandoe (PS), Nasser Rad (NR), John Allen (JA),

Activity
1) PROJECT MANAGEMENT
1.1 Project Governance
Steering group meetings
Project group meetings
1.2 Cabinet decisions
Camden
Draft text
Supporting text needed for Strategic Finance
Cabinet meeting
K&C
Draft report
Report outline needed for leaders group
Cabinet meeting
Westminster
Draft report
Report outline for sign off
Cabinet meeting
1.3 Portfolio decisions
Portfolio meetings
Camden
K&C
Westminster
Camden C&E scrutiny
Report needed for circ to finance, legal etc
Final version to Committee clerk (Hannah Hutter)
C&E Scrutiny meeting
2) RECRUITMENT
2.1 Joint Head of Service Job Description
<i>Key interdependencies: Decision on host borough</i>
First draft
Get JD examples from other shared services nationally
Amalgamate all examples into draft JD
Project group input on draft JD
Draft salary benchmarking
Discussion on draft JD at steering group
Second draft

Input comments from steering group
Recirculate to project team for sign off
Send to steering group for decision
Steering group / final amendments
2.2 Joint Head of Admin Job Description
Determine whether this is needed
Proposal on admin function to steering gorup
Decision on admin fuction
HoS to send SR job profiles to amalgamate
Amalgamate job profiles
2.3 Selection and recruitment
<i>Key interdependencies: Host borough and cabinet decision</i>
Determine type of recruitment
HR leads meet to plot out processes
Decision/sign off on job profile
Agree spans of control
Design consultation document
Sign
Determine which borough leads recruitment
Job evaluation
New structure chart
Staff consultation (can use the business plan) - 30 days
Prepare recruitment pack
Job out for advert (SAE, ringfence may apply)
If above unsuccessful, redeployment pool/ external
3) BUSINESS CASE DEVELOPMENT
3.1 Business Case
Develop outline areas
Sign off outline at steering group
3.2 Finance
Financial analysis for the host borough
Profit and loss
Initial disucssion
Joint fee schedule
Future finance model
3.3 Determining a Host Borough
Determine a criteria
Sign off criteria at steering group
Complete criteria for project group discussion

Discussion at project group
Buffer for additional work needed before steering group
Decision at steering group meeting
3.4 IT systems integration
Identify IT leads in each borough
Discuss host borough systems criteria with IT leads
3.5 Communications
Comms to staff
Keep list of staff FAQs
4) COMMERCIAL DEVELOPMENT
4.1 Communications
Development of comms / marketing strategy
4.2 Learning from others
Speak to other LATCs for lessons learned
4.3 Commercial partnerships
Gather partner lists
Analyse partner lists for opportunities
Get plan for market testing

nphy (PD)

(KW), Tony Fenton (TF), Andrew Smart (AS), Beverley Kuchar (BK), Sue Sue Hollingsworth (SH), Katy Mann (KM).

Availability:

Description / comments	Who	Complete?
	EW, GS, PD	
<i>Potential for C&E scrutiny meeting later on.</i>	KM	
<i>Included in MTFS report.</i>	KM	Done
	KM	Done
	GS	
<i>Standalone report needed</i>	KM	Done
	BK/GS	Done
	EW	
<i>Standalone report needed?</i>	KM	Done
	SR	In progress
	EW/SR	
Cllr Simpson		
<i>Only respondent Cheltenham & Tewksbury</i>	KM	Done
	SR, MF	Done
<i>Not everyone had enough time to input before SG</i>	SR, NR, BK, TF	In progress
<i>Ballpark figures only</i>	SR, MF	Done
	EW, GS, PD	Done







