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 scruitiny
Report needed for circ to finanace, legal etc
Final version to Committee clerk (Hannah Hutter)
C&E Scruitiny meeting
2) RECRUITMENT
2.1 Joint Head of Service Job Description
Key interdependencies: Decision on host borough
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
Propostal 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
Key interdependencies: Host borough and cabinet decision
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) BUISNESS 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 parter lists for opportunities

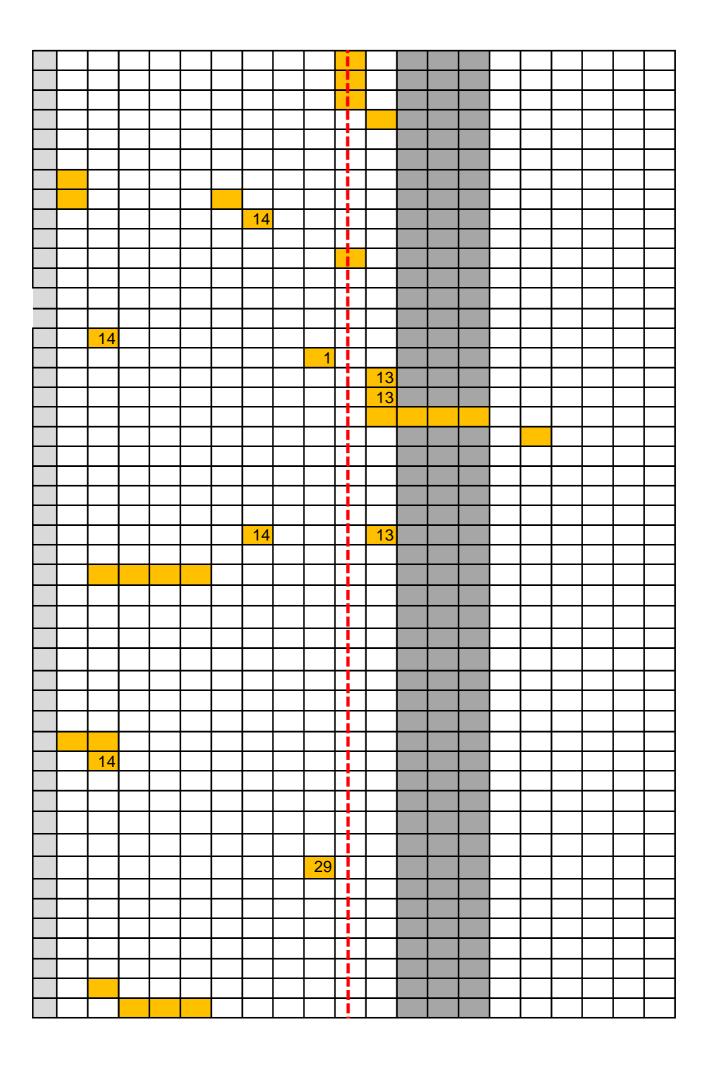
Get plan for market testing

Sue Hollingsworth (SH), Katy Mann (KM).		
		Availability:
Description / comments	Who	Complete?
EW	, GS, PD	
Potential for C&E scruitiny meeting later on.	KM	
Included in MTFS report.	KM	Done
	KM	Done
	00	
Standalana rapart naadad	GS KM	Done
Standalone report needed	KIVI BK/GS	Done
	50/00	Dulle
	EW	
Standalone report needed?	KM	Done
	SR	In progress
E	W/SR	
Cllr Simpson		
Only roonandant Chaltenham & Tourishing		Dene
Only respondent Cheltenham & Tewksbury	KM SR, MF	Done Done
	NR, MF	In progress
	SR, MF	Done
	, GS, PD	Done
	, 00,10	Bone

	00	
	SR	In progress
	SR	
	KM	
	SR	
		Dana
	TF, NR, BK	Done
Desided to have a homely a durin franction	KM	Done
Decided to have a bespoke admin function	EW, GS, PD	Done
	TF, NR, BK, JA	Done
	SR	In progress
E.g. will this be a new post entirely?	EW, GS, PD	Done
		Done
Decision needed on commercial aspect		
	All	In progress
Dependent on host borough		
	NR, TF, BK	In progress
Depends on the type of recruitment and host borough		
Depends on the type of recruitment		
	KM	Complete
	EW, GS, PD	Complete
		Complete
NP Comdon's control 2017/19 avertaged in		Complete
NB Camden's central 2017/18 overheads in		Complete
		In progress
Finance, Location, Systems	All	Complete
	EW, GS, PD	Complete
	,,	In progress

	KM	Complete
	KM	In progress
		• •
	KM	
Ongoing	KM	
		Not started
	KM/SR/TF	In progress
		•
	KM	In progress
	KM	
	KM	

eck						2	201	6													
to do / check		OC	тов	ER		N	NOVEMBER					ECE	MBE	R		JA	NUA	RY		F	EBR
to d							- pa cove														
	3	10	17	24	31		14	-	28		5	12	19	26	2	9	16	23	30	6	13
		_	_	_	_											_	_	_			
		14					14					13					16				13
					2				29	-	_					11					
																		05			
											_							25			
												14									
								24										25			
									1												
										-		14									
												12									
																10		0.4			
																10		24			
										-											
																			2	0	
																				9	
										-	_										
											_										
		14																			



			2			Γ							
							_	 		 			
				14									
						H		_	_				
 								_					
 						H	_	 		 			
 						\vdash	_						
 					 								
						Γ							
						H							
I	I	I			 I							I	<u> </u>

2	201	7														
UAR	Y		MA	RCH			AP	RIL		ΜΑΥ						
20	27	6	13	20	27	3	10	17	24	1	8	15	22	29		
			13													
22																
23																
20									24							
20																

		-						-	-	
]
										—
										—
	 			 			 			—
	 			 			 			——————————————————————————————————————
										┝──┤
	 			 			 			┝──┤
		L						L		
	 			 			 			┝──┦
	 	<u> </u>		 			 	<u> </u>		\vdash
	 			 			 			┝──┤
		L						L		
		L						L		
										7
	——	<u> </u>					——	<u> </u>		\vdash
		L						L		
		 		 				 		┝──┤
		<u> </u>						<u> </u>		
		<u> </u>						<u> </u>		
