

APPENDIX 4 - WORK-STREAM HIGHLIGHT REPORT

GREATER CAMBRIDGE PLANNING SERVICE

Prepared by: Paul Williams

Status of work-stream as at 19 January 2018

1) Summary

- a) Work-stream status **GREEN**
- b) Changed or newly identified risks **Yes**
- c) Budget issues **Amber**
- d) Major Issues to report to project board **NO**

2) Work-stream/subproject status report – progress and challenges

Report of progress with workstreams tasks this period	Original Dates	Status/Comments
Submit SCDC and CCC financial bids for 2018/19	SCDC15/9 CCC 4/10	Complete. Capital bids have been further refined and submitted
New TUPE date of the 1 st April 2018 confirmed with HR, CEX and Leaders	13/11/17	Complete.
New management structure, project timelines, Outcomes report and Consultation document agreed with CEX's and Members Steering Group	13/11/17	Complete New consultation document detailing the proposed new management structure and also informs staff of the revised TUPE date of 1 st April
Outcomes report published	24/11/17	Complete
Launch of the new consultation	15/11/17	Complete Staff meetings held in SCDC and CCC offices 1:1 meetings held with managers affected Separate meeting held for the Unions
Advert closed for the tender to support on recruitment for Head of Implementation and 2 Assistant Directors	15/01/2018	Complete. 4 responses received
Decision on short list of candidates	17/01/2018	Complete Contract awarded to Gatenby Sanderson. On-boarding meeting with Stephen Kelly and HR representatives from CCC and SCDC week commencing 22 nd January
Staff consultation Q&A Issue 1	17/01/2018	Responses published on the 3C Intranet site from the generic questions asked on the second consultation
Memorandum of Understanding.	17/01/2018	Ongoing First draft circulated to Stephen Kelly and Brian O'Sullivan for comment

APPENDIX 4 - WORK-STREAM HIGHLIGHT REPORT

GREATER CAMBRIDGE PLANNING SERVICE

Draft Part B Capital bid submitted to CCC for Capital Programme Board for consideration	19/01/2018	Complete Further contact with the preferred supplier to elicit further information
Branding	01/04/2018	Greater Cambridge Logo agreed. Brand guidelines produced in draft. Discussions with 3C ICT underway regarding internal and external facing websites

3) Milestones – coming up

Milestones scheduled for completion by next report	Target date
Close Consultation	29/01/2018
Commencement of recruitment for Head of Implementation post	29/01/2018
Prepare and issue outcomes report	19/02/2018
TUPE CCC staff to SCDC	01/04/2018
Appoint new management team	16/04/2018

4) Communications - Key events

Key events	Dates	Key Communication Message
Weekly Highlight Report being shared with project board and Steering Group	Weekly	Update on tasks completed against project plan, new risks or issues and tasks for following week
Shared Planning Newsletter	29/01/2017	Update to staff on project progress, news stories and relevant communication messaging
Steering Group Meeting	12/02/18	Review project progress
Staff induction (SCDC offices)	02/04/18	Welcome and introduction to SCDC from Beverly Agass and Stephen Kelly

5) Budget Issues

RAG rating is amber based on that the Initial bids submission. Further work undertaken in refining bids, financial modelling and cost sharing principle
Further work required on the creation of a single shared planning service budget book for 2018/19

APPENDIX 4 - WORK-STREAM HIGHLIGHT REPORT

GREATER CAMBRIDGE PLANNING SERVICE

6) New or changed risks

--

7) Items to report to Board

Issue Description	comments	Change request YN	Date Closed
None			

8) Report Distribution

Highlight Report Distribution List		Date
Project Sponsor	Stephen Kelly	
Shared Services Programme Manager	Brian O'Sullivan	
Project Manager	Michael Holmes	
Shares Services Boards	Board Members	