

Appendix B

Indicative timetable for work completion

| Action | Sub action(s) | Date |
|--|---|---|
| Decision on operational model pilot project | Take report to MKIP Management Board regarding the proposed model design for Single Lead Provider Director model. | 5 March 2014 |
| Recruit Single Lead Provider Director | Prepare Job Description/Person Spec and outcomes for pilot period. Design recruitment process. Set up interview panel, interview candidates and appoint successful candidate. | By 31 March 2014 |
| Pilot Model Project Assessment | Set up project team. Identify and scope objectives, evidence needed, and outcomes for project team. Gather evidence to support business case. Write business case for adoption of proposed model. Submit business case to MKIP Management Board for decision. | 1 April 14 – 31 March 15 |
| Improve/reaffirm governance arrangements for Shared Service Boards | Develop timetabling for each board. Assess appropriateness of current Terms of Reference with Overview and Scrutiny, and develop any new terms for inclusion. Circulate Terms of Reference to SSBs and ensure they are being complied with through monitoring of agendas and workloads. | March 14 – June 14 |
| Improve and co-ordinate performance monitoring and reporting requirements to MKIP Management Board | Develop a shared performance monitoring template. Align and share performance indicators where possible. Ensure performance is reported to the SSBs and then up to MKIP Board on a quarterly basis. | March 14 – June 14 |
| Improve and co-ordinate service planning | Develop shared service plans for each service via the SSBs. Ensure plans are monitored via SSBs. | June 14 – Sept 14 |
| Develop Collaboration Agreements and Service Level Agreements for each service | Develop a Collaboration Agreement for each service based on the ICT Collaboration Agreement. Develop a Service Level Agreement for each service to be agreed through the SSBs. | By 31 March 15 for historic services Ongoing for new services. |

Appendix B

| | | |
|---|---|-----------------------------------|
| <p>Design and co-ordinate a single approach to corporate letter style, committee reports and decision making approach to MKIP services.</p> | <p>Design a single template corporate letter for use by all Mid Kent Services. Design and co-ordinate approach to committee report styles across Mid Kent Services. Co-ordinate and align decision making procedures across Mid Kent authorities.</p> | <p>March 14 – Sept 14</p> |
| <p>Consolidate budgets</p> | <p>Define consolidated budget requirements for each service. Work with finance departments to implement requirements on a service-by-service basis. Ensure budgets are consolidated where necessary by end of the financial year 14/15.</p> | <p>By December 2015</p> |
| <p>Develop and implement a Communication and Engagement Strategy</p> | <p>Create vision statement and refresh MKIP objectives Agree communication themes and messages from vision Identify stakeholders and channels of communication. Co-ordinate communications from and to each authority based on vision and aims/objectives. Monitor attitudes towards MKIP through staff surveys and work towards embedding partnership working across the organisations.</p> | <p>April 14 – Sept 14</p> |
| <p>Forward Plan of Work</p> | <p>Liaise with MKIP Chief Executives to develop a forward plan of services to be subject to MKIP review/business case preparation. (This will include services that are shared between two authorities to be expanded to three. It will also include some new shared service opportunities). Work with the MKIP Board, Chief Executives, the Shared Services Director, and others as appropriate, to identify new partners for existing shared services. Work with the MKIP Board, Chief Executives, the Shared Services Director, and others as appropriate, to identify any trading opportunities for the existing shared services.</p> | <p>April 14 – March 15</p> |