

## **CBF Programme 2015/16**

Progress Report: November 2015

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# Ready for School

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## Programme Theme Summary

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*The majority of young people in North Tyneside are ready for school; they have had the right support to be ready to learn and to spend time with others. However, some of our young people have a tougher start in life and we think we should be redesigning our services and focussing the £15million we spend in this area on making sure that more of those who are most vulnerable are ready for school.*

*We know that will ensure they have better life chances and we also know they are less likely to require support and intervention from public services in the long term.*

*We have therefore worked with the range of people involved with North Tyneside's very young people and their families to develop an entitlement for each young person. We will use that to redesign our services and to check that we are giving those young people the best possible start in life.*

## Project Progress Summary

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<b>Business Case</b>	<b>Project</b>	<b>Saving ( £k)</b>	<b>RAG</b>
RFS01	Review of Early Years Services	1258	Complete
RFS02	Develop Family Partner Services	157	Green
<b>TOTAL</b>		<b>1415</b>	

**Council Plan Priority:** Our People

### Project Summary

Using the entitlement we have developed and the principles we have applied in delivering the Our North Tyneside Plan we will review all of our early years services. This will include targeting crèche services at those who most need them and reviewing nursery provision across the Borough to ensure comprehensive provision at accessible cost. Building on our work with schools to ensure we make the most of the national Two Year Old offer we expect, by the end of the year, to be demonstrating clearly that the Council's resources are targeted at those who most need them.

### Recent Progress

- This work is now complete. In the North West, 2 Childcare Nurseries were successfully transferred to schools and the Children's Centre offer is now being delivered from a range of community settings
- Following a decision by Members, the implementation was delayed which has impacted upon the original level of savings identified

### Next Milestones

N/A

**Project Status** Complete

RAG (last period)	Green	RAG (this period)	Green
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**Council Plan Priority:** Our People

### Project Summary

Our Family Partner work has made a real difference in making sure young people and families are ready for school. Nationally recognised as a top performer by the Troubled Families Programme, this proposal reflects the request by the national team, to build on our success and enter early, the next phase of the programme. The figure represents a prudent estimate of the likely benefit to the Council of the work the team will deliver in 2015/16.

### Recent Progress

- The new TF programme has now started and work with partners has ensured that they too are sighted on this work and have agreed the criteria that will be used for identification of families
- A range of departments/agencies are now identifying staff to work in a 'whole family way' and development work to support them and their Managers has started
- We have identified over 200 of the 326 families we need to work with in the current financial year and are on target to achieve the income target

**Next Milestones**

- Planning for the increase is staff working in a ‘whole family way’ to impact upon outcomes for families without an increase in staffing
- Ongoing workforce development activities are being planned for them and those from partner agencies

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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# Ready for Work

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## Programme Theme Summary

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*The majority of young people and adults are ready for work. The people of North Tyneside make a remarkable contribution to the economy of the North East and the nation. Many are employed in nationally and internationally significant organisations. However, too many are not in work, in part time work or are underemployed in jobs unsuitable for their skills level. In addition some of our important strategic businesses are struggling to find the right people with the right skills. We therefore plan to spend the £175million the Council commits to this work in a way that prioritises those who find it most difficult to get ready for work and to match our talented people to our businesses.*

*We know that high quality employment is the key difference in making sure families are protected from poverty. We also know that young people and adults who are ready for work and find the right employment suited to their skill set, have significantly improved life chances as well as a much reduced need for public services.*

*We have therefore worked with the range of people involved with North Tyneside's economy to develop an entitlement for each young person, or adult seeking employment. We will use that to redesign our services and to check that we are giving those people the best chance of being ready for work.*

## Project Progress Summary

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<b>Business Case</b>	<b>Project</b>	<b>Saving ( £k)</b>	<b>RAG</b>
RFW01	Review of Ready for Work Services	257	Complete
<b>TOTAL</b>		<b>257</b>	

**Council Plan Priority:** Our Places

**Project Summary**

Using the entitlement we have developed and the principles we have applied in delivering the Our North Tyneside Plan we will review all of our services which support residents to be ready for work. This will include looking at our overall approach to thinking about work, sharpening how we deliver our School Improvement Service to reflect a changing agenda and, in line with the work agreed with Cabinet as part of the Education Review, review North Tyneside’s approach to adult learning.

**Project Status** Complete

RAG (last period)	Green	RAG (this period)	Green
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# Cared For, Safeguarded & Healthy

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## Programme Theme Summary

*This is a significant part of the Our North Tyneside Plan and the priority placed on Our People. Benchmarking and peer review suggests that North Tyneside has strong services in this area and that the £108million associated with this work is well spent. However, these services also have the highest individual impact and risk. And our adult, children's and public health services are all operating in an environment of national policy change and rising demand.*

*Our Health and Wellbeing Strategy overseen by the Health and Wellbeing Board, commits partners to a strong set of priorities. Our Joint Strategic Needs Assessment continues to shape our commissioning intentions. Our Integration Programme has developed better shared working. However, we are also required to take account of the Care Act and national changes in social care as well as the creation of the National Better Care Fund.*

## Project Progress Summary

Business Case	Project	Saving ( £k)	RAG
CFSH01a	Care & Connect	158	Green
CFSH01b	Charging homecare	105	Green
CFSH01c	EHCT	85	Complete
CFSH01d	Outsource contact arrangements	53	Complete
CFSH01e	Public Health Support for Sport & Leisure	469	Complete
CFSH01f	Shared lives	131	Green
CFSH02a	Care Call	220	Green
CFSH02b	Extra Care charges	50	Green
CFSH02c	ISL services demand management	35	Green
CFSH02d	Looked after children short break (out of Borough)	518	Red
CFSH03a	CHC case management	870	Amber
CFSH03b	DANS	115	Complete
CFSH03c	Managing growth – assessment and care management	462	Complete
CFSH03d	Reablement funding	650	Green
CFSH03e	Health funding to support Cedars	900	Green
CFSH04a	Integrated commissioning & training	800	Green
CFSH04b	Independent Fostering Agencies on Framework	52	Green
CFSH04c	Residential care savings	230	Green
EN02	Commercial activity (from 'Enabler' project)	27	Complete
<b>TOTAL</b>		<b>5930</b>	

**Council Plan Priority:** Our People

### Project Summary

Establishment of a new service Care and Connect which will provide a different way of working with adult social care customers. This will involve the creation of alternative customer pathways in order to provide more effective information and advice and proportionate social care 'assessment' and care and support planning. This has the potential to significantly reduce the number of referrals to professional social work teams and prevent and the delay the need for more costly social care services.

### Recent Progress

- Referrals continue to average about 60 per month, approximately 30% of these are workflowed via Gateway; 50% via face drop ins, and the rest from a variety of drop ins.
- The Christmas campaign has received a lot of publicity and we have confirmed four venues across the Borough where Christmas lunch will be served, led by members of the community.

### Next Milestones

- Care & Connect will celebrate its first birthday on 23 December. We are inviting people along for tea and mince pies, including clients we have worked with in the past. We hope to get some impact feedback from them.
- We continue to support the developments in children's around a potential Care & Connect model.

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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**Council Plan Priority:** Our People

### Project Summary

The current home care contracts are due to be re-tendered, with new arrangements coming into place from April 2015. The existing rates paid for the service have been in place for 5 years now and there has been no inflationary increases applied during that time, nor has the cost to customers increased. Under the new contracts, the Council proposes to move to a flat hourly rate. This will enable the Council to review its charge for the service. It will also allow us to review our maximum charge (currently £200) and to consider increasing it, or abolishing it.

## Recent Progress

- Letters were sent to all customers to advise them of the new charges, which were effective from 5 October.

## Next Milestones

- Continue to monitor income levels.
- To begin consultation on having no maximum charge with effect from April 2016.

## Project Status

RAG (last period)	Green	RAG (this period)	Green
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CFSH01c: EHCT	Saving: £85k
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**Council Plan Priority:** Our People

## Project Summary

Reconfigure the Early Help and Co-ordination Team and reduce staffing by a manager post and a worker. The team need to be part of the suite of options available at the Front Door and ensure that they are able to respond quickly and flexibly to meet the needs of families in North Tyneside.

**Project Status:** Complete

RAG (last period)	Green	RAG (this period)	Green
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CFSH01d: Outsource Contact Arrangements	Saving: £53k
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**Council Plan Priority:** Our People

## Project Summary

Commissioning services from the external market to provide support arrangements for children in care to have family visits.

**Project Status:** Complete

RAG (last period)	Green	RAG (this period)	Green
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This project has not delivered the planned savings due to inability of the market to provide the service required. Full savings have however been delivered through over performance in Business Case ' Means test historical RO allowances'.



**CFSH01e: Public Health Support for Sport & Leisure**

Saving: £469k

**Council Plan Priority:** Our People**Project Summary**

Public health funding to support sport and leisure as a preventative health strategy.

**Project Status:** Complete

RAG (last period)	N/A	RAG (this period)	Green
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**CFSH01f: Shared Lives**

Saving: £131k

**Council Plan Priority:** Our People**Project Summary**

The Shared Lives service is the adult equivalent of foster carers. The provision of a shared lives service offers a homely care / support environment and this is also a cost effective service delivery model when compared to residential care or supported living care. The average cost of a shared lives placement to Adult Social Care is £20k per annum against £70k for a 24 hour wrap around single person supported living service.

**Recent Progress**

- Social work reviews continue and where appropriate individuals identified for Shared Lives service

**Next Milestones**

- Consider service delivery offer to people with a learning disability and other client groups

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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**CFSH02a: Care Call**

Saving: £220k

**Council Plan Priority:** Our People**Project Summary**

Increasing activity levels for the Care Call Emergency Response Service, continuing to build upon the success of expanding the customer base over 2012/13 and 2013/14, and as a result to generate additional income.

**Recent Progress**

- Marketing and promotion of the service.

## Project Status

RAG (last period)	Green	RAG (this period)	Green
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### CFSH02b: Extra Care Charges

Saving: £50k

**Council Plan Priority:** Our People

#### Project Summary

To review the commissioning arrangements for care and support services provided into Extra Care Housing schemes, and to use learning from the pilot undertaken at Weetslade Court to work with providers to implement a Core Support Charge for all new tenants moving into Extra Care Housing from April 2015.

#### Recent Progress

- Work is continuing with existing providers to implement the charge from October 2015.

#### Next Milestones

- Further meetings have taken place with existing providers, however progress has not been as anticipated and further work needs to be undertaken to finalise the proposals.

## Project Status

RAG (last period)	Green	RAG (this period)	Green
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### CFSH02c: ISL Services Demand Management

Saving: £35k

**Council Plan Priority:** Our People

#### Project Summary

Year two of a project to review services and support for learning disabled adults living in Independent Supported Living. The project will reviews each person's needs and those of other people living in same property and look to provide services that promote independence and that are delivered in the most cost effective way.

#### Recent Progress

- Housing service offer being developed and engagement to take place. Kier NT continue construction works at Somervyl site. Property due to be available from February 2016, this is a slight delay to the planned date of January 2016.
- Service delivery, continued discussions with service provider and North Tyneside CCG about service delivery and service levels

## Next Milestones

- Construction to be finalised and property available to tenants.
- Service delivery agreed and transition arrangements agreed.

RAG (last period)	Green	RAG (this period)	Green
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**CFSH02d: Looked After Children Short Break (OOB) Saving: £518k**

**Council Plan Priority:** Our People

## Project Summary

Restructuring of internally provided services that support Looked After Children. This will include a new approach which will focus on preparing older children to develop independent supported living skills.

## Recent Progress

- The development of the semi independent accommodation is complete with the re-designation of Edmund House (from a children's home) as a 16 plus mixed unit is complete
- The acquisition of Purley Close - in conjunction with our housing colleagues - a 16 plus female only semi independent living unit
- Edwin Grove proposals which have been placed on hold to ensure that these will fit with a longer term model for LAC services. A specific Project Group has been established to track progress closely. Current estimate of savings that are deliverable leaves a shortfall equating to around £206k.

## Next Milestones

- Awaiting final DBS clearances for Purley Close staff
- Ongoing review/ monitoring of external out of borough placements to manage the pressure from the Edwin Grove project.

## Project Status

RAG (last period)	N/A	RAG (this period)	Red
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Most elements of this project are on track, except for Edwin Grove proposals. This element of the project requires further work to ensure that plans will fit with a longer term and fit for purpose model for LAC services. Current estimate of savings that are deliverable leaves a shortfall equating to around £190k.

**Council Plan Priority:** Our People

### Project Summary

ASC and the CCG are seeking to develop a Pooled Budget; the options in terms of which funding streams would be included are still in development. These will include scope to streamline the financial arrangements and cease some of the cross/back charging issues, which would make the system more efficient and reduce costs.

### Recent Progress

- Further work has been undertaken in terms of assurance regarding the client cohort and allocated expenditure. This has taken longer than expected, and is still ongoing in terms of seeking clarification from care providers in terms of the support they are providing to people
- There has also been an issue in terms of the two NHS case managers, who following HR discussion decided that they did not want to transfer to the LA and have sought alternative employment. Following discussion between the LA and CCG leads the decision was made to delay implementation until April 2016.

### Next Milestones

- The work plan will now be revised to aim for an April 2016 handover; multi agency meetings will be taken place by the Project Sponsors to ensure that there is clarity across all partner organisations, in terms of their requirements.

### Project Status

RAG (last period)	Amber	RAG (this period)	Amber
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**Council Plan Priority:** Our People

### Project Summary

Reduction in two management posts in children's disability teams. No impact or change to frontline services.

**Project Status:** Complete

RAG (last period)	Green	RAG (this period)	Green
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**CFSH03c: Managing Growth (Assessment & Care Mgmt ) Saving: £462k****Council Plan Priority:** Our People**Project Summary**

To manage growth linked to the Care Act responsibilities and Dilnott charging requirements, through realigning resources in light of the analysis of referral rates, case loads and new approaches to care management (care and connect). Seeking to harness the potential of the Care Act to move away from the view of the Council as a Paternalistic provider of services.

**Project Status:** Complete

RAG (last period)	Green	RAG (this period)	Green
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**CFSH03d: Reablement Funding Saving: £650k****Council Plan Priority:** Our People**Project Summary**

Transfer of NHS monies to support health related social care through the Better Care Fund.

**Recent Progress**

- Payments in respect of BCF are being transferred to NTC in line with payments schedule

**Next Milestones****Project Status**

RAG (last period)	Green	RAG (this period)	Green
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**CFSH03e: Health funding to support Cedars Saving: £900k****Council Plan Priority:** Our People**Project Summary**

Transfer of NHS monies to support health related social care through the Better Care Fund.

**Recent Progress**

- Payments in respect of BCF are being transferred to NTC in line with payments schedule

**Next Milestones****Project Status**

RAG (last period)	Green	RAG (this period)	Green
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**CFSH04a: Integrated Commissioning & Training** Saving: £800k

**Council Plan Priority:** Our People

**Project Summary**

Establishment of a new people based commissioning team for adult social care, children and some elements of public health. There are savings made from the actual staffing restructure and then for further join of commissioning activity throughout the year.

**Recent Progress**

- Work continues to finalise plans in conjunction Heads of Service to deliver the wider efficiencies from commissioned services.

**Next Milestones**

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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**CFSH04b: Independent Fostering Agencies on Framework** Saving: £52k

**Council Plan Priority:** Our People

**Project Summary**

Smarter commissioning for foster placements; only using fostering agencies who are on an agreed framework which ensures quality and price paid.

**Recent Progress**

- Further discussion required in relation to one placement. Provider has been asked to provide some additional information in writing.

**Next Milestones**

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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## CFSH04c: Residential Care Savings

Saving: £230k

**Council Plan Priority:** Our People

### Project Summary

Review of long term residential care placements for those with a learning disability. The review will ensure that placements are correct and needs are met in the most cost effective way.

### Recent Progress

- All individuals in residential care provision have been identified and review work has commenced. Discussions are taking place with providers about the process.

### Next Milestones

- Continue cycle of reviews

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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## EN02: Commercial Activity (from 'Enabler' project)

Saving: £27k

**Council Plan Priority:** Our People

### Project Summary

Where a child lives, or is to live, with a person as a result of a Residence Order, a Local Authority may make contributions to that person towards the cost of accommodation and maintenance of the child. This project has introduced means testing for this process so that payments are made to those according to financial need.

**Project Status:** Complete

RAG (last period)	Green	RAG (this period)	Green
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Complete. Savings delivered in excess of original target with excess used to support Business Case 'outsource contact arrangements' (CFSH01d).

## Great Place to Live, Work and Visit

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## Programme Theme Summary

*Feedback from residents, business and visitors confirms that North Tyneside is a great place to live, work and visit. In order to maintain and develop that important aspect of the Borough we have been working with residents and partners to understand just what it is that makes North Tyneside so popular. We have then begun to shape the £74million we spend in this area to develop and maintain our core offer.*

*That means thinking about our streets and communities, our businesses and employment space and the river and parks, retail opportunities and events, coast and river that bring people to the Borough.*

*We have worked hard to focus on what is important to residents, businesses and visitors while thinking carefully about our core offer and where that is delivered from. We have also continued our successful work to make North Tyneside sustainable and reduce our impact on the environment: Where we have had success we can demonstrate we are saving money.*

## Project Progress Summary

<b>Business Case</b>	<b>Project</b>	<b>Saving ( £k)</b>	<b>RAG</b>
GP01	Review of Core Offer	628	
<i>a</i>	<i>Review of Libraries Arts and Museums</i>	<i>85</i>	<i>Complete</i>
<i>b</i>	<i>Review shrub and hedge maintenance</i>	<i>120</i>	<i>Complete</i>
<i>c</i>	<i>Change in public swimming programme</i>	<i>133</i>	<i>Complete</i>
<i>d</i>	<i>Reduced spend on Community Safety initiatives</i>	<i>25</i>	<i>Complete</i>
<i>e</i>	<i>Business and Enterprise</i>	<i>165</i>	<i>Complete</i>
<i>f</i>	<i>Local ownership John Willie Sams &amp; Seaton Burn</i>	<i>100</i>	<i>Red</i>
GP02	Reduce our Carbon Footprint	21	<i>Complete</i>
<b>TOTAL</b>		<b>649</b>	

GP01: Review of Core Offer

Saving: £628k

**Council Plan Priority:** Our People

### Project Summary

The Council has invested heavily in its cultural offer and public space; there are new and refurbished leisure centres, new and refurbished customer first centres and new and refurbished libraries as well as a rebuilt theatre and exciting plans for the Coast and the North Bank of the Tyne. As we have developed these services we can see where we can sharpen our offer and tie it into what the community tells us is important. In particular, we have undertaken significant work to understand the Council's asset base and begun to take important steps to manage that efficiently and sustainably for the future; this has included a new approach to handling industrial estates, significantly improving how we manage our fleet and a new approach to improving our Bereavement Service.

GP01a: Review of Libraries Arts and Museums

Saving: £85k

**Recent Progress:** Complete

**Next Milestones:** Complete

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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GP01b: Review of Shrub & Hedge Maintenance

Saving: £120k

**Recent Progress:** Complete

**Next Milestones:** Complete

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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GP01c: Change in Public Swimming Programme

Saving: £133k

**Recent Progress:** Complete

**Next Milestones:** Complete

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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GP01d: Reduced Spend on Community Safety Initiatives Saving: £25k

**Recent Progress:** Complete

**Next Milestones:** Complete

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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GP01e: Business and Enterprise Saving: £165k

**Recent Progress:** Complete

**Next Milestones:** Complete

**Project Status**

RAG (last period)	Green	RAG (this period)	Green
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GP01f: Local ownership:John Willie Sams & Seaton Burn Saving: £100k

**Recent Progress:**

This project is part of the accommodation review project led by Capita on behalf of the Authority. At present we are exploring the possibility of relocating services from the Langdale Centre to the John Willie Sams Centre. This will be followed by the restructuring of services necessary to facilitate this re-location.

In governance terms, progress is being reported into the Strategic Property Group.

**Next Milestones:**

Following endorsement of the proposals by the Strategic Property Group, wider consultation including; Cabinet Members, Ward Members and staff will be undertaken.

Ongoing work to explore new opportunities for increased use of John Willie Sams and Seaton Burn.

**Project Status**

RAG (last period)	Red	RAG (this period)	Red
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**Council Plan Priority:** Our People

### Project Summary

The Council committed to ambitious targets in terms of Carbon Reduction and has used those to fundamentally change our operations and, as well as reducing carbon, save money. Our schools and residents have seen the benefit of our work in this area – helping Governing Bodies understand their energy consumption and make changes that save money and reduce the impact of their operations; helping residents keep their homes warm and choose options to reduce their fuel bills.

This efficiency flows from that huge effort. Lead by our Cabinet Member for Sustainability, the Council has reduced its Carbon Footprint by installing new LED lighting and alternative technologies as well as taking a new approach to street lighting. Consequently energy bills have been managed and the cost to the Council of the Government's Carbon Reduction scheme has reduced.

**Recent Progress:** Complete

**Next Milestones:** Complete

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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# Enabling

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## Programme Theme Summary

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*As well as four large-scale service redesign projects there is a constant need to ensure the operations of the Council are as efficient as possible. Beyond the services in scope of the redesign projects the Council spends £55million delivering services and investment in the borough.*

## Project Progress Summary

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<b>Business Case</b>	<b>Project</b>	<b>Saving ( £k)</b>	<b>RAG</b>
EN01	Treasury Management	1835	Green
EN02	Commercial Activity	1806	Green
EN03	Electronic Data Management System	210	Red
EN04	Management & Structures	2056	Amber
<b>TOTAL</b>		<b>5907</b>	

## EN01: Treasury Management

Saving: £1835k

**Council Plan Priority:** Corporate / Cross-Cutting

### Project Summary

The Council continues to manage its debt portfolio and cash flow in a difficult environment. However, past performance and current market analysis suggest that even a prudent approach will yield significant benefit for the Council.

### Recent Progress

The Authority is currently holding a significant proportion (approximately 50%) of its General Fund debt as temporary borrowing (at low interest rates) or internal borrowing and this is generating financial savings. At present the target is expected to be met.

### Next Milestones

The position is under constant review and changes in the market could impact on the eventual level of savings achieved. For example, an increase in interest rates would lead to increased costs for the Authority or market changes could lead to a decision to move from temporary to more long term borrowing at a higher interest rate.

### Project Status

RAG (last period)	Green	RAG (this period)	Green
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## EN02: Commercial Activity

Saving: £1833k

**Council Plan Priority:** Corporate / Cross-Cutting

### Project Summary

The Council is a significant commercial organisation; beyond strategic commissioning its day to day purchasing needs to get the right products at the right price and, in line with the agreed principles, the income paid for services reflects the business the Council runs.

### This business case covers three main areas:

1. Corporate contract and expenditure review
2. Service reduction in supplies and services expenditure
3. Income generation.

#### 1. Corporate contract and expenditure review

**£505K**

A review of supplies and services across Corporate Service cost centres, and a number of contract reviews have led to a number of savings being identified this includes the following: External Audit Fee, Insurance Premium, Community Grants, Training budgets, Service Improvement fund.

*No material risks identified at this stage in relation to the proposals under this heading.*

## **2. Service expenditure review**

**£471K**

The majority of this savings target relates to a reduction in the supplies and services budget headings across the Council . The remaining balance is in relation to a review of Residence Order allowances by way of means testing such payments . This approach is consistent with the approach taken in relation to Adoption and Special Guardianship allowances

*No material risks identified at this stage in relation to the proposals under this heading.*

## **3. Income generation**

**£857K**

North Tyneside Council run a number of highly regarded services that generate income. In line with the Charging guiding principles the following areas have identified increased income proposals for the forthcoming financial year. The service areas this relates to are as follows:

- Catering Services £260k
- Sport & Leisure £158k
- Bereavement Services £209k
- Car parking £230k

*No material risks identified at this stage in relation to the proposals under this heading.*

### **Recent Progress**

All measures are in place. Going forward, income levels will be monitored against expected levels to assess the extent to which this project remains on track to achieve its saving target.

### **Next Milestones**

Ongoing income monitoring.

### **Project Status**

RAG (last period)	Green	RAG (this period)	Green
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**EN03: Electronic Data Management System**

**Saving: £210k**

**Council Plan Priority:** Corporate / Cross-Cutting

### **Project Summary – EDRMS**

This project will aim to ensure that the Council derives maximum utilisation, security and value from the information it creates. It will also enable information based assets and systems to be used flexibly and effectively in the support of organisational change. The overall project is to be rolled out over 5 releases



## Recent Progress

- Patch 3 and 4 have completed system stability periods.
- Release 4 go-live went ahead on 19 October.
- Business Process Improvement work is ongoing for Release 1.
- Additional candidate workflows are to be identified by the EDRMS project team.
- Further to a meeting held on 09 October between NTC and Cofely, a review of the file plans in finance and safeguarding has taken place. This was to analyse the functionality of the file plans taking into account structure, metadata, access control and records management. A further meeting took place on 30 November. It was agreed that the wider file plans will be analysed against the core principles. The core principles being that the file plan is (in the main) functionally structured, open to all and we have better control of data via applying the right retention rules.
- Release 5 go live delayed due to issues with some document types being imported into the system (particularly PDFs). OpenText and Cofely have worked to provide a solution which was implemented in the live system and is being reviewed for stability.

## Next Milestones

- Release 5 to go live.
- Four temporary Local Information Manager posts to be appointed and funded from the existing project budget to drive through the benefits realisation and embed the change in the organisation.
- Head of Commercial and Business Redesign leading on work to align the benefits of EDRMS and CBF (phases 2 and 3).

## Project Status

RAG (last period)	Amber	RAG (this period)	Red
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The RAG has been adjusted to bring it into line with the Investment Plan Progress Report. Technical issues have been resolved but stability testing is still underway. The project will remain red until those tests indicate full resolution of issues.

**EN04: Management & Structures**

**Saving: £2056k**

**Council Plan Priority:** Corporate / Cross-Cutting

### Project Summary

In line with service redesign and the review of the Council's Core Offer is a fundamental look at the organisation and how it will be reorganised to deliver the policy direction and redesigned services. This includes shrinking the management of the organisation to reflect reductions in resources and bringing together similar and linked services to ensure consistency and lowest possible cost.

**Project Status**

RAG (last period)	Amber	RAG (this period)	Amber
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All work is underway and full delivery of savings is expected. However, as all of the restructure work has not yet been completed, the project is currently Amber.