

BABERGH DISTRICT COUNCIL and MIDSUFFOLK DISTRICT COUNCIL

From: Interim Head of Programme Delivery	Report Number: JSC 10
To: Joint Scrutiny Committee	Date of meeting: 2 October 2012

TIMETABLE FOR ESTABLISHING THE OPERATIONAL DELIVERY TEAMS

1. Purpose of Report

1.1 This report provides an overview of the key elements of the timetable for establishing the Operational Delivery Teams by April 2013. JSC Members are asked to scrutinise the proposals.

Timetable for the establishment of the Operational Delivery Teams		
TASK		DATE
1	Develop and agree the design principles that will shape the ODTs IMT meeting and meetings with all staff Community Engagement 2012 – examine emerging feedback Issue budget and cost information Corporate Managers to begin preparing Business Cases for each proposed ODT	Complete by end of September 2012
2	Develop model Job Profiles for each level of the four Job Family Frameworks Engagement with operational colleagues	Complete early October
3	BDC's PLG and MSDC's portfolio holders agree emerging new strategic priorities and core purpose Member workshops Corporate Managers develop ODT proposals using agreed design principles Agree overall cost envelope for the ODTs Consideration of Community Engagement 2012 outcomes	October

TASK		DATE
4	<p>New job descriptions prepared by the Corporate Managers for jobs in the ODTs; written with reference to Model Job Profiles that will be available for each level of the four Job Family Frameworks</p> <p>Establish cost indications of proposed posts</p> <p>Identify any obstacles and find solutions to overcome them</p>	October
5	All draft ODT proposals to be submitted to the Integrated Management Team for review – redesign if necessary.	31 October
6	BDC and MSDC's Members agree broad shape of new strategic priorities and core purpose - ODT proposals to be tested against these.	November
7	Management Board and HOST consider ODT proposals – fine tune if necessary.	12 November
8	<p>The new job descriptions will be matched against the four Job Family Frameworks by the Job Evaluation Panel to determine the correct Job Family and level within it. This is what will determine the grade for the job.</p> <p>Cost analysis of each ODT to be submitted to Head of Corporate Resources in the light of this</p>	Complete by end of November
9	ODT drafts to be fine tuned to reflect final proposals for strategic priorities	Complete by end of November
10	Final proposals for all ODTs be agreed by the Integrated Management Team	30 November
11	Moderation, checking and reconsideration of evaluation and matching outcomes with respect to grading bands and pay scales by Consultant, if necessary.	First week of December
12	Chief Executive to sign off the final structure proposals for the ODTs	First week in December
13	<p>Launch of formal 90 day consultation period</p> <p>Meetings with all Tier 5 colleagues to explain the proposals for the ODTs and the assessment and recruitment process</p> <p>Details about which new ODT posts are close matches of existing posts and which colleagues, therefore, can be 'slotted in' or are in mini ringfences.</p> <p>Paper to be issued to all colleagues detailing proposals for the ODTs and the job descriptions for the new Tier 5 posts with an outline of the new grading structure. Further details about the proposed salary and grading structure for the models could follow during the consultation period, if necessary</p> <p>An amended version to go out to external partners</p>	From 12 th December to 12 th March 2013

TASK		DATE
14	Office Accommodation Business Cases for the ODTs to be developed	January 2013
15	New core purpose of both Councils and strategic priorities approved along with budget for 2013/14	February
16	Colleagues to be encouraged to submit early responses to the consultation to allow Integrated Management Team to agree amendments to the proposals during the 90 day consultation period.	December, January and February
17	Deadline for responses to the formal consultation process	12 March
18	Publish final ODT structure	March
19	Selection and recruitment process for new posts within the ODTs (those that are not subject to single slot-ins)	March/April
20	Bulk of newly appointed ODT colleagues to be in post	By end of April
21	Timetable for the Fundamental Service Reviews to be undertaken by each newly established ODT to be agreed, if not already started.	From May onwards

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