

South Kesteven Change Management Action Plan 2005/06

APPENDIX B

ID	Task Name	Duration	Start	Finish	Resource Initials
1	Priorities	128 days	Wed 02/02/05	Fri 29/07/05	
2	Agree action plans for Grantham as a SRC	83 days	Wed 02/02/05	Fri 27/05/05	JP 8
3	Agree action plans for Street Scene	42 days	Wed 02/02/05	Thu 31/03/05	DK
4	Agree action plans for Crime and Disorder	128 days	Wed 02/02/05	Fri 29/07/05	JP 13
5	Annual review of Corporate Planning arrangements	45 days	Fri 25/02/05	Thu 28/04/05	DK
6	<i>Report to Cabinet on consultation findings/proposed priorities</i>	7 days	Fri 25/02/05	Mon 07/03/05	
7	Consultation with DSPs	28 days	Fri 11/03/05	Tue 19/04/05	
8	<i>Approval of Council on new planning arrangements/priorities</i>	8 days	Tue 19/04/05	Thu 28/04/05	
9	Community Strategy and Development of the Local Strategic Partnership	131 days	Fri 01/04/05	Fri 30/09/05	JP 9
10	Develop understanding with partners of local needs following area profiling	41 days	Fri 01/04/05	Fri 27/05/05	
11	Review guidance from GOEM	65 days	Fri 01/04/05	Thu 30/06/05	
12	Timetable for new community strategy	66 days	Fri 01/07/05	Fri 30/09/05	
13	Procurement	221 days	Fri 25/02/05	Fri 30/12/05	JB 12
14	Capacity building training for members and officers	16 days	Fri 25/02/05	Fri 18/03/05	
15	IDeA Health check	2 days	Tue 05/04/05	Wed 06/04/05	
16	CMT approval of procurement strategy	1 day	Wed 17/08/05	Wed 17/08/05	
17	<i>Council approval of procurement strategy</i>	8 days	Tue 30/08/05	Thu 08/09/05	
18	Development of procurement training and expertise	196 days	Fri 01/04/05	Fri 30/12/05	
19	Introduce Corporate Energy Policy	86 days	Fri 01/04/05	Fri 29/07/05	SM 7
20	Value for Money	65 days	Fri 01/04/05	Thu 30/06/05	JB 6
21	Review for all services using service plans	65 days	Fri 01/04/05	Thu 30/06/05	
22	Organisational Development	261 days	Fri 01/04/05	Fri 31/03/06	CS 9
23	360d appraisal for executive members	41 days	Fri 01/04/05	Fri 27/05/05	
24	Personal Development Plans for executive members	86 days	Fri 01/04/05	Fri 29/07/05	
25	Introduce and carry out Knowledge based training for all non executive members	261 days	Fri 01/04/05	Fri 31/03/06	
26	Review Senior Management Development and Knowledge based training	151 days	Fri 01/04/05	Fri 28/10/05	CS 7
27	Set up Senior Manager development and contribution scheme programme	41 days	Fri 01/04/05	Fri 27/05/05	
28	Complete scoring exercise	108 days	Wed 01/06/05	Fri 28/10/05	
29	Promoting Corporate Vision	261 days	Fri 01/04/05	Fri 31/03/06	JP 12
30	Campaign to promote corporate vision to reduce learning anxiety	86 days	Fri 01/04/05	Fri 29/07/05	
31	Monitor embedded ness of corporate vision	175 days	Mon 01/08/05	Fri 31/03/06	
32	Access & Modernisation	304 days	Tue 01/02/05	Fri 31/03/06	
33	Prepare and approve ICT strategy	21 days	Fri 01/04/05	Fri 29/04/05	IY 5
34	Implementation to reach IEG targets	196 days	Fri 01/04/05	Fri 30/12/05	IY 19

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35	Complete BPR pilot in Environmental Health Services	86 days	Tue 01/02/05	Tue 31/05/05	IY 6
36	Roll out of BPR programme	65 days	Fri 01/04/05	Thu 30/06/05	IY 9
37	Develop standard approach for assessing customer satisfaction by service units	43 days	Fri 01/04/05	Tue 31/05/05	IY 12
38	Embedding service standards	43 days	Tue 01/02/05	Thu 31/03/05	IY 7
39	Restructure of customer services	43 days	Tue 01/02/05	Thu 31/03/05	IY 1
40	Implementation to achieve Council's Modernisation agenda	261 days	Fri 01/04/05	Fri 31/03/06	IY 20
41	Diversity & Equalities - Attaining Level 2	230 days	Mon 14/02/05	Fri 30/12/05	CS 17
42	Generic Equality review by Council	9 days	Mon 14/02/05	Thu 24/02/05	
43	Achieving Level 2 of standard	196 days	Fri 01/04/05	Fri 30/12/05	
44	Establish Ethnic Community Forum	21 days	Fri 01/04/05	Fri 29/04/05	CS 3
45	Audit Service Plans for Equalities	131 days	Fri 01/04/05	Fri 30/09/05	CS 21
46	Stock Option Appraisal	195 days	Mon 03/01/05	Fri 30/09/05	SM 6
47	Analyze consultation responses	25 days	Mon 03/01/05	Fri 04/02/05	
48	Consider all options against SOA criteria	5 days	Mon 07/03/05	Fri 11/03/05	
49	CMT briefing of options and agreement to report	8 days	Mon 14/03/05	Wed 23/03/05	
50	DSPs support of Commission recommendation	21 days	Thu 24/03/05	Thu 21/04/05	
51	Cabinet support of Commission recommendation	7 days	Fri 29/04/05	Mon 09/05/05	
52	<i>Council approval of stock option appraisal</i>	9 days	Mon 16/05/05	Thu 26/05/05	
53	Seek GOEM acceptance of SOA	45 days	Mon 30/05/05	Fri 29/07/05	
54	Develop action plan for preferred option	45 days	Mon 01/08/05	Fri 30/09/05	
55	Achieving Savings in Non-Priority Areas and Efficiencies	174 days	Tue 01/02/05	Fri 30/09/05	
56	CMT review of exit strategies to ensure delivery of savings	65 days	Fri 01/04/05	Thu 30/06/05	
57	Develop Gershon efficiency statement	88 days	Tue 01/03/05	Thu 30/06/05	JB 7
58	Audit against Gershon Framework	131 days	Fri 01/04/05	Fri 30/09/05	
59	Progress with FMT work	131 days	Tue 01/02/05	Tue 02/08/05	JB 15
60	Progress shared service work with SHDC to outline business case - Legal	86 days	Tue 01/02/05	Tue 31/05/05	NG 4
61	Progress shared service work with SHDC to outline business case - Revenues	88 days	Tue 01/03/05	Thu 30/06/05	JB 4
62	Progress shared service work with SHDC to outline business case - Building Control	174 days	Tue 01/02/05	Fri 30/09/05	SM 12
63	Staff Incentivisation	131 days	Fri 01/04/05	Fri 30/09/05	CS
64	CMT consideration of staff recognition scheme consultation	65 days	Fri 01/04/05	Thu 30/06/05	
65	Implement chosen scheme	66 days	Fri 01/07/05	Fri 30/09/05	
66	Internal Communications	86 days	Tue 01/02/05	Tue 31/05/05	
67	Audit to ensure all staff are members of a team and cascade system	43 days	Fri 01/04/05	Tue 31/05/05	CS
68	Provide report of achievements to staff briefings	43 days	Tue 01/02/05	Thu 31/03/05	

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69	Quarterly staff newsletters to commence	21 days	Fri 01/04/05	Fri 29/04/05	JP 5
70	External Communications	152 days	Fri 01/04/05	Mon 31/10/05	
71	Implement external communications strategy with new Communications Unit	152 days	Fri 01/04/05	Mon 31/10/05	JP 20
72	Sustainable Communities	20 days	Fri 01/04/05	Thu 28/04/05	SM 4
73	Review Government guidance and reflect in future ambitions	20 days	Fri 01/04/05	Thu 28/04/05	
74	Review Balanced Housing Markets component of Housing strategy	150 days	Fri 01/04/05	Thu 27/10/05	SM 13
75	Prepare current position statement of SKDC approach	43 days	Fri 01/04/05	Tue 31/05/05	
76	Carry out survey work	56 days	Wed 01/06/05	Wed 17/08/05	
77	<i>Report to Council</i>	10 days	Fri 14/10/05	Thu 27/10/05	
78	Project Management	148 days	Mon 07/02/05	Wed 31/08/05	
79	Agree structured process for reviewing projects	39 days	Mon 07/02/05	Thu 31/03/05	
80	Developing in-house standard for project management techniques	65 days	Fri 01/04/05	Thu 30/06/05	IY 11
81	Embedding awareness and understanding of SKDC project management policy	44 days	Fri 01/07/05	Wed 31/08/05	IY 16
82	Ensure managers have software and tools	60 days	Mon 07/02/05	Fri 29/04/05	
83	Review of Scrutiny Process	23 days	Tue 01/03/05	Thu 31/03/05	NG 11
84	Survey of non executive members to ascertain their views on scrutiny process	23 days	Tue 01/03/05	Thu 31/03/05	
85	Best Value Reviews	54 days	Mon 14/02/05	Thu 28/04/05	DK
86	Identify areas for review	34 days	Mon 14/02/05	Thu 31/03/05	SM 9 JB 9
87	<i>Report to Council for approval</i>	10 days	Fri 15/04/05	Thu 28/04/05	