

# Implementation Plan

Update- Shadow Executive – Feb 2019

# Key Activity – since last meeting

The plan is progressing satisfactorily with no significant issues.

There has been some slight slippage with regard to completion of some of the Implementation Plan actions, this is against indicative rather than fixed dates. Equally there have been other tasks completed ahead of time. All tasks that were time critical have been completed as anticipated.

Since the last update to the Shadow Executive in late November key areas of progress have been:

- Further developing the Constitution;
- Working with the DWP to ensure smooth transition to SWT with no impact on our customers or our HB subsidy;
- Preparations for Council Tax, Non-Domestic Rate and Rent annual billing 2019/20;
- Finalising banking arrangements for SWT;
- Car Parking – planning ticketing & Signage alterations;
- Preparations for the May elections;
- Developing a solution for decision making between 1 April and the May 19 Council meeting (particularly licencing and planning).

A progress update was provided to the November Shadow Scrutiny committee. No significant issues or concerns raised.

# Focus – Feb & March 19

## ➤ **Outstanding Constitutional Documents – Phase III**

- 1) Rules of procedure for Council
- 2) Access to information procedure rules
- 3) Contract procedure rules
- 4) Employment procedure rules
- 5) Protocol on Member/Officer relationships
- 6) Code of Conduct
- 7) Planning Code of Conduct

Plus - Procedure for dealing with allegations of misconduct, Member allowances, Scheme delegation ,Provision for Charter Trustees in the Constitution.

## ➤ **Key Reports**

- Comprehensive covering report on the Constitution together with all documents refined and consolidated
- Report on specified data to be handed to SWT,
- Report setting out decision-making arrangements for period 1 April 2019 to Annual Council
- Plan for closing WSC & TDBC accounts
- Report appointing two remaining Statutory Officers
- Tax and Budget Setting 2019/2020 - Treasury Strategy, Investment Strategy, Prudential Indicators, Minimum Revenue Provision Policy , Capital Strategy, General Revenue Budget and Capital Programme, Housing Revenue Account Budget and Capital Programme.

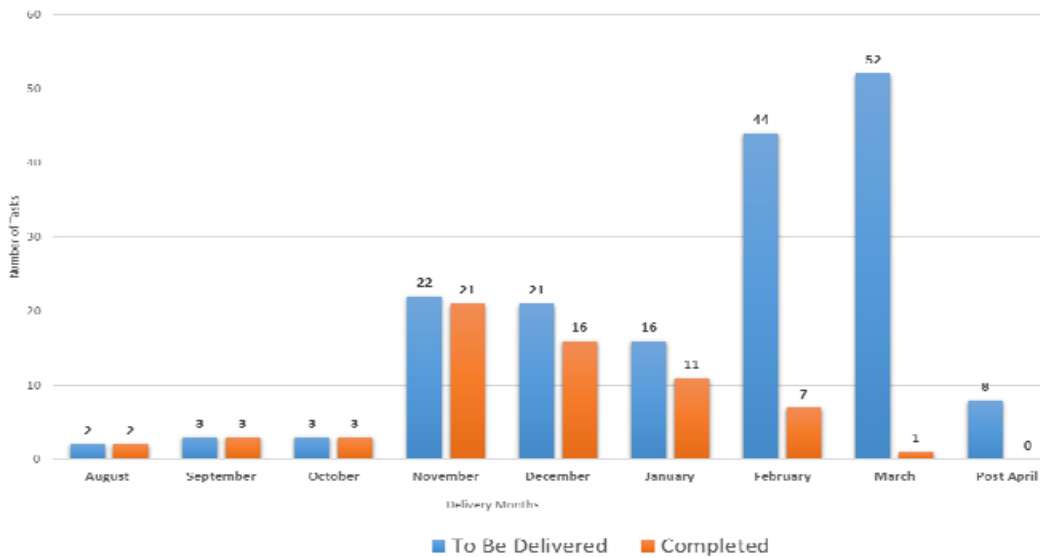
## ➤ **Closing out the remaining Implementation plan actions**

# Overview

## Implementation Plan Actions @ 1 Feb 2019

Not Started	In Progress	Completed	Total
45	63	64	172
26%	37%	37%	100%

Task Delivery Profile



## Risks and Issues

### Risks

- A Dependencies on third parties (e.g. technology providers, HMRC), causes delay beyond our control.

### Issues

- A Movement of staff within, and exiting, the council and their current capacity.

## New Council Cost

Total Budget  
**£ 381k**

Forecast Cost  
**£381k**

# Key Milestones

