

	<b>AGENDA ITEM NO.</b>
<p align="center"><b>Report Cover Sheet</b></p>	
<b>Name of Meeting:</b>	Executive
<b>Date of Meeting:</b>	25 <sup>th</sup> March 2008
<b>Report Title:</b>	Outstanding actions from the Corporate Improvement Plan
<b>Summary of report:</b>	To report on the outstanding actions from the Corporate Improvement Plan and to agree that it will be replaced by the new approach to Programme and Project Management.
<b>For further information please contact (report author);</b>	Debbie Cole, Improvement Officer, Policy and Performance – 01926 456854
<b>Business Unit:</b>	Policy and Performance
<b>Would the recommended decision be contrary to the policy framework:</b>	No
<b>Would the recommended decision be contrary to the budgetary framework:</b>	No
<b>Wards of the District directly affected by this decision:</b>	All Wards
<b>Key Decision?</b>	Yes
<b>Included within the Forward Plan?</b>	Yes
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No
<b>Date and name of meeting when issue was last considered and relevant minute number:</b>	In February 2007 the Executive considered a report monitoring the progress of the Corporate Improvement Plan.
<b>Background Papers:</b>	None

## Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	Yes	Executive Scrutiny
Ward Councillors	No	
Portfolio Holders	Yes	
Other Councillors	No	
Warwick District Council recognised Trades Unions	No	
Other Warwick District Council Service Areas	Yes	
Project partners	No	
Parish/Town Council	No	
Highways Authority	No	
Residents	No	
Citizens Panel	No	
Other consultees	No	

## Officer Approval

With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.

Officer Approval	Date	Name
Relevant Director(s)		All
Chief Executive		Chris Elliott
CMT		CMT

Section 151 Officer		Mary Hawkins
Legal		Bal Nahal
Finance		Marcus Miskinis
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

## **1. RECOMMENDATIONS**

- 1.1 That the Executive notes the status of the outstanding actions in the Corporate Improvement Plan as shown in Appendix 1 and agrees the proposed way forward for each of these.
- 1.2 That the Corporate Improvement Plan will no longer be used as a key document for monitoring the delivery of improvement activities within the Council and that it be replaced by the proposed new approach for Programme and Project Management, set out in the report on Implementation Proposals for the Corporate Strategy, elsewhere on the agenda.

## **2. REASONS FOR RECOMMENDATIONS**

### **2.1. Final Review of current Corporate Improvement Plan (CIP)**

- 2.1.1. The current CIP was drafted in 2005 (following the completion of the 2003-2005 CIP) and contains approximately 75 tasks of which 24 are outstanding or partially completed. This equates to a completion rate of 68%. It is worth noting that five of the 24 outstanding tasks are related to procurement, where the officer responsible has been absent from work for some time.
- 2.1.2. The original purpose of the Corporate Improvement Plan was to provide a structure for WDC officers to manage and monitor internal improvement projects. The actions were collated from a range of sources including; the feedback from our Investors In People assessments, Audit, Comprehensive Performance Assessment and EFQM (European Foundation for Quality Management) assessments. The Corporate Improvement Plan has been monitored on a quarterly basis by CMT, alongside an annual report to Executive Committee service plan.
- 2.1.3. The table shown in Appendix 1 is an adapted version of the Corporate Improvement Plan, showing only the incomplete or partially completed actions. The first two columns, headed "What is the objective" and "Task" are taken direct from the Corporate Improvement Plan. The "Status" column describes the current status of the task and gives an explanation of why this is the case. The final column "Way forward" describes the proposal for completing the task. As can be seen it is proposed that the new approach to programme and project management and will become the principle structure for managing and delivering the outstanding work along with the Service Area Plans.

### **2.2. Proposals for replacing the CIP**

- 2.2.1. The proposals set out in the report on Implementing the Corporate Strategy provide a new framework for managing corporate improvement activities. Specifically these proposals will be based around a stronger focus on programme and project management.

## **3. ALTERNATIVE OPTIONS CONSIDERED**

- 3.1. The Council could decide to continue with the Corporate Improvement Plan. However, it is felt that the new approach using Programme and Project Management offers a more robust and reliable framework for delivering improvement projects which will help us as a Council to achieve our strategic goals and deliver measurable benefits.
- 3.2. As a Council that is striving to build on its Excellent status, it would not be desirable to continue using the CIP when we have identified an alternative and preferred tool for driving step and incremental improvements.

#### **4. BUDGET FRAMEWORK**

- 4.1. There are no direct budgetary implications for concluding the use of the CIP.

#### **5. POLICY FRAMEWORK**

- 5.1. There are no direct implications for concluding the use of the CIP.

Debbie Cole  
Improvement Officer

### **APPENDICIES**

Appendix 1: Table of outstanding actions from the Corporate Improvement Plan