

Joint Trade Union

Regulatory Services Briefing No1.

Now the work on the Regulatory Services Bundle has begun the Joint Trade Unions (JTU) will be producing Briefings to update members on what is happening. One of the most important things is for staff to understand the process which is to be followed. Those who attended the PHR meeting with the Director will have seen a number of slides outlining the work so far.

Our message to staff is to get involved. The JTU's have already had a meeting to discuss the process and are awaiting news of the appointment of a Project Manager. Following the appointment a DRAFT Project proposal will be produced outlining the process.

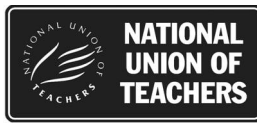
The Council are following what is called **Barnet's Corporate Project Management Toolkit** which can be found on the Councils intranet site.

Clearly the concern being expressed by members is the lack of information on an **in-house** service option and in the event staff are transferred out of the Council whether **Secondment** or **TUPE Plus** will be considered.

We have produced a Service Improvement Template which we believe should contribute to any work done to prepare a forward facing **in house** service. The Template is a not set in stone and we would ask members for their ideas and suggestions. We will be publishing information on **TUPE Plus** shortly.

Staff engagement in process

We are encouraging staff to take part in this activity once details are provided.



Service Improvement Plans (SIPs) should combine a vision for the service with a strategy and programme, which sets the course for the service over a three-year period. A SIP is in effect a commitment to improve the quality of the service and sets out the activities and action required to achieve improvement. It is also a tool to hold management accountable for progress, to build staff support, facilitate wider community engagement and enable Scrutiny to review and assess the improvement programme.

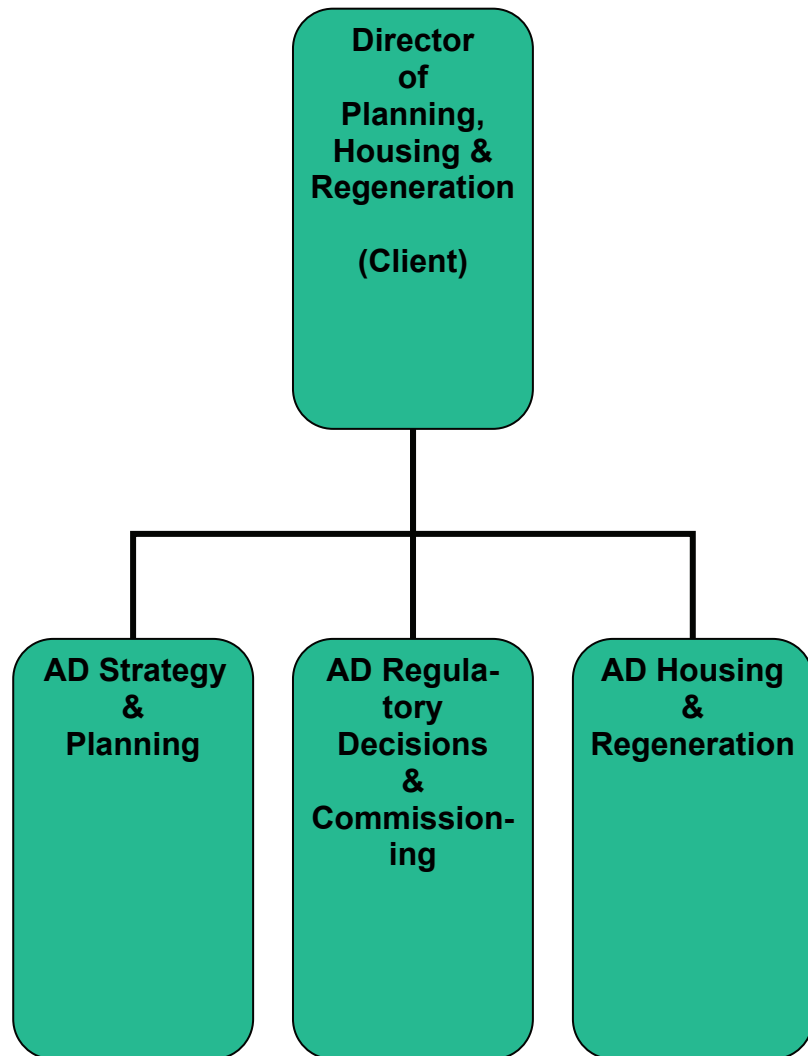
See Service Improvement Plan Template below

| Item | Content |
|--|--|
| Scope | Identify services and functions in scope of the improvement plan. |
| Priorities for improvement | Identify each of the improvement priorities in relation to operational systems, management practice and organisational structures. |
| Objectives | Future Shape Objectives (July 2009) A new relationship with citizens A one public sector approach A relentless drive for efficiency Ensure the aims and purpose of each improvement is clearly stated based on an understanding of the cause/effect of performance weaknesses and/or opportunities for improvements. |
| Results expected | Identify the planned impact, outputs and outcomes of the improvements. |
| Period covered: | Essential to cover a 2 or 3-year improvement programme. |
| Management of change | Application of Business Process Reengineering and how service standards will be maintained in a period of reorganisation. |
| Action to be taken | Specify what action is required to implement each proposal. |
| Resources and investment required | Financial costs of improvements, changes in use of assets including equipment & buildings. |
| Training, staff recruitment/ redeployment | Identify human resource changes needed to support implementation. |
| Corporate action | Change required at Corporate level to ensure successful implementation of improvements and achievement of wider benefits. |
| Staff/trade union involvement and consultation procedures | Agreement on involvement of staff and trade unions in service improvement plan process and reporting progress/issues at *JNCC meetings. |
| Responsibility and management accountability | Elected Member responsibilities together with officers, managers responsible including names/posts and contact details. |
| Timetable | Dates when proposals will be commenced and completed. |
| Monitoring and reporting progress | Regular reporting of progress to users, elected members, Corporate Management Team & staff. |
| Scrutiny review | Review on annual or six monthly basis. |

This is the Joint Venture Model
We will look to feature other service delivery models in other Briefings

Staff remaining employed by the Council

25 – 35 staff (15 - 20%)



This is the Joint Venture Model
We will look to feature other service delivery models in other Briefings

Staff no longer employed by the Council

140 - 150 staff (80 - 85%)

