

**HIGHLIGHT REPORT**

# **Transformation Portfolio**

## **Highlight Report**

### **August 2018**

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### Portfolio Update

The migration to the transitional structure has now been completed, this was a key milestone for the transformation portfolio.

After migration to the transitional structure was completed, a key focus of the transformation portfolio has been the implementation of the post reduction approved by the Strategic Transformation Committee in February 2018. This process is now nearing completion and it is expected that the Council will achieve its target.

An implementation roadmap for the Council's "Being Digital" strategy was approved by the STC at its meeting in March and further reports were approved by the STC in May 2018. Work towards implementing the digital programme continues.

The Council have been accredited with Cyber Essentials Plus – which is an important part of the Being Digital Strategy. The Council is now moving to the next phase of the transformation portfolio.

The Portfolio Management Officer (PMO) is reviewing existing programme management arrangements to reflect the new interim functional structure, the continuing requirement to deliver savings and the Council's aspirations to deliver better outcomes as set out in the Local Outcome Improvement Plan (LOIP). The portfolio will continue to monitor cashable and non-cashable benefits as well as the key milestone delivery, dependencies and resource requirements.

The tables below provide a further update on the activity that has taken place since the last highlight report.

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Programme	Deliverable	Status	End Date
<b>Migration to Transitional Structure</b>	Staff engagement on TOM functional structure	<b>Complete</b>	Nov 2017
	Alignment of services and posts to the transitional structure	<b>Complete</b>	Dec 2017
	Letter to all employees confirming placing in transitional structure	<b>Complete</b>	Apr 2018
	Implement migration to transitional structure	<b>Complete</b>	Jun 2018
<b>Latest Update</b>			
<ul style="list-style-type: none"> <li>Project is now complete.</li> </ul>			

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Programme	Deliverable	Status	End Date
<b>Post Reduction</b>	Initial opportunities for change identified	<b>Complete</b>	Feb 2018
	Finalise Case for Change	<b>Complete</b>	Apr 2018
	Consultation Process	<b>Complete</b>	June 2018
	HR Processes	<b>In Progress</b>	Sept 2018
<b>Latest Update</b>			
<ul style="list-style-type: none"> <li>• Consultation on the Case for Change with Trades Unions and staff impacted by the proposals was completed in June and the Case for Change was finalised.</li> <li>• We are now in the process of completing the agreed HR processes.</li> <li>• The additional 140 vacant posts to be removed were also identified.</li> </ul>			

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Programme	Deliverable	Status	End Date
<b>Senior Management Recruitment (Tier 1 and 2)</b>	Recruit Directors	<b>Complete</b>	Dec 2017
	On Board Directors	<b>Complete</b>	Apr 2018
	Recruit Chief Officers	<b>Complete</b>	Sept 2018
	On Board Chief Officers	<b>In Progress</b>	Nov 2018
<b>Latest Update</b>			
<ul style="list-style-type: none"> <li>All Director and Chief Officer posts have now been filled and the post holders in place, with the exception of the Chief Officer Organisational Development. Start date for the Chief Officer Organisational Development is being confirmed.</li> </ul>			



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Programme	Deliverable	Status	End Date
Being Digital	Engage Digital Partner	Complete	Dec 2018
	Being Digital Roadmap	Complete	Mar 2018
	Being Digital Option Appraisal and Skills and Tools Reports	Complete	May 2018
	Implementation of Being Digital Roadmap as approved at STC	Ongoing	June 2019

### Latest Update

- The project team are continuing with the work around digitisation of customer processes; initially with Environmental licencing, Parking and Housing Repairs.
- Procurement activities are underway for a bookings module that will integrate with Firmstep.
- Procurement activities are also underway for a Master Data Management solution.
- Two business intelligence reporting pilots are underway – one focused on partnership forums and the other on avoidable customer contact.
- All staff have now been migrated to Office 365
- The CoreHR system has been configured for people, pay and time management. User acceptance testing has started.
- In terms of Identity and Access Management, new Microsoft technology is being set up to manage the creation of new user accounts and manage accounts of movers and leavers.