**Redesign Board Workshop 19.9.17**

**Programme of Reviews: June 2017 to June 2018**

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| **New reviews commissioned 2017/18** | | | | | | | | | |
| **Function for review** | **Team leader** | **Team members** | | **Elected member(s)** | **Trade Union** | **Host HoS** | | **Director challenge** | **Key dates for Board**  **W=workshop**  **B = Board meeting** |
| Music tuition  Start 17.8.17 | Allan Gunn | Douglas Wilby  Alison Clark Lucy Lallah Rob Farmer | | Cllr Davidson  Cllr Ian Cockburn | John Gibson | Norman Bolton  Jim Steven | | William Gilfillan | Scoping: 19.9.17 W  Up-date: 10.10.17 W  Rec’s: 14.11.17 W  Final report 5.12.17 B |
| Commissioned preventative services for children  Start 17.8.17 | Allan Maguire | Evelyn Johnston  Fiona Hampton | | Cllr Maxine Smith  Cllr Jarvie | Ian MacPhee | Sandra Campbell | | Derek Yule | Scoping: 19.9.17 W  Up-date: 10.10.17, 14.11.17 W  Rec’s :12.12.17 W  Final report: Dec. B |
| Grey fleet  Start 18.9.17 | Caroline Campbell | Keith Masson  Angela MacKenzie  Kateryna Zoryk | | Cllr Louden  Cllr Gray (non-Board member) | Roy Cattle | None – management functions spread | | Bill Alexander | Scoping: 10.10.17 W  Update: 14.11.17 W  Rec’s: 12.12.17 W  Final report: Dec. B |
| Car parking  Start 3.10.17 | David Haas | Alasdair Bruce  Robbie Bain | | Cllr Baxter  Cllr Boyd (non-Board Member) | Paul MacPherson | Tracey Urry | | TBC | Scoping, Update, Rec’s and Final report: ***timetable as above or below TBC.*** |
| Procured legal services  Start 3.10.17 | Karen Ralston | Gordon Morrison  Kenny Forbes | | Cllr Caddick  Cllr Calum Smith | Rikki Selkirk | Stewart Fraser | | Stuart Black | Scoping: 14.11.17 W  Update: 12.12.17 W  Rec’s:16.1.18 W  Final report: January B |
| Catering service for staff |  |  | |  |  |  | |  |  |
| Energy Unit |  |  | |  |  |  | |  |  |
| New build programme |  |  | |  |  |  | |  |  |
| **Reviews concluded and progress to be reported/scrutinised** | | | | | | | | | |
| **Function/service reviewed** | | | **Review Conclusion** | | **Head of Service responsible** | | **Review Team Leader** | | **Dates for Board consideration** |
| Street lighting | | | March 2017 | | Tracey Urry | | Colin Howell | | 27.6.17 |
| Children’s services | | | March 2017 | | Sandra Campbell | | David Goldie | | 19.9.17 |
| Waste Management | | | March 2017 | | Andy Summers | | Malcolm MacLeod | | 10.10.17 |
| Transport | | | March 2017 | | Tracey Urry | | Phil Tomalin | | TBC |
| Additional Support Needs Education | | | March 2017 | | Bernadette Cairns | | Pablo Mascarenhas | | 14.11.17 |
| Street cleansing | | | March 2017 | | Andy Summers | | Dot Ferguson | | TBC |
| Administration in schools | | | March 2017 | | Brian Porter | | Kate Lackie | | TBC |
| Harbours (in-service review) | | | Expected Dec 2017 | | Caroline Campbell | | Andy McCann | | TBC |

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| **In service reviews considered by the Board** | | |
| **Function/service reviewed** | **Head of Service responsible** | **Dates for Board consideration** |
| Fleet maintenance | Caroline Campbell | Scoping: 15.8.17. Report back: February 2018 |
| School lets review | Finlay MacDonald, support from Phil Tomalin | Member discussion at workshop 10.10.17 (+ Lean review update) |
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| **Lean Review Programme – managed by Matt Bailey** | | | | |
| **Function/service reviewed** | **Sponsor** | **Team** | **Final report out** | **Present to Board** |
| HR – Occupational Health referrals | Michelle Morris | Elaine Barrie, Gena Falconer, Hannah Tinsley, Fiona Grant, Marina MacDonald | 25.5.17 | 27.6.17 |
| Service Centre Bulky Uplifts | Michelle Morris | Matt Bailey, Moira Grant, Ralph Reid, Andy Tuckwood, Alan McKinnie, Dorothy MacKenzie | 25.5.17 | 15.8.17 |
| Fostering and adoption | Sandra Campbell | Lynnsey Urquhart; Malina MacDonald-Dawson; Alison Gordon, Suzanne Gowdy | 30.11.17 | Interim 19.9.17 |
| Waste collection – billing and recovery | Andy Summers | Imogen Percy-Bell; Murdina Boyd; Murray Bain | 10.10.17 | 10.10.17 |
| Facilities lets booking process | Finlay MacDonald | Jenny Scotson, Phil Tomalin, Moira Greene | 31.10.17 | Interim 10.10.17 |
| Learning and Development Course booking for staff | Steve Walsh | Isabel MacLellan and others TBC | 11.8.17 | 14.11.17 |
| Administration in schools wrap around care | Sandra Harrington | Michael Kelly; Martin MacDonald | 27.10.17 |  |
| ASN needs assessment and resource allocation | Bernadette Cairns | Colin Jack; Louise McGunnigle; Murray Bain |  |  |
| Complaints | Michelle Morris | Jenny Scotson | TBC |  |
| Street cleansing – optimising routes and resources | Andy Summers | Jonathan Scott; Murray Bain; Mick Haymer |  |  |
| ASN transport project |  |  |  |  |
| Carbon Reduction Commitment Energy Efficiency Scheme |  |  |  |  |
| By laws and traffic order timescales |  |  |  |  |
| Abandoned vehicles |  |  |  |  |
| Corporate address gazetteer |  |  |  |  |