**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 tuitionStart 17.8.17 | Allan Gunn | Douglas WilbyAlison Clark Lucy Lallah Rob Farmer | Cllr DavidsonCllr Ian Cockburn | John Gibson | Norman BoltonJim Steven | William Gilfillan | Scoping: 19.9.17 WUp-date: 10.10.17 WRec’s: 14.11.17 WFinal report 5.12.17 B |
| Commissioned preventative services for childrenStart 17.8.17 | Allan Maguire | Evelyn JohnstonFiona Hampton | Cllr Maxine SmithCllr Jarvie | Ian MacPhee | Sandra Campbell | Derek Yule | Scoping: 19.9.17 WUp-date: 10.10.17, 14.11.17 WRec’s :12.12.17 WFinal report: Dec. B |
| Grey fleetStart 18.9.17 | Caroline Campbell  | Keith Masson Angela MacKenzieKateryna Zoryk | Cllr LoudenCllr Gray (non-Board member) | Roy Cattle | None – management functions spread | Bill Alexander | Scoping: 10.10.17 WUpdate: 14.11.17 WRec’s: 12.12.17 WFinal report: Dec. B |
| Car parkingStart 3.10.17  | David Haas | Alasdair Bruce Robbie Bain | Cllr BaxterCllr Boyd (non-Board Member) | Paul MacPherson | Tracey Urry | TBC | Scoping, Update, Rec’s and Final report: ***timetable as above or below TBC.***  |
| Procured legal servicesStart 3.10.17 | Karen Ralston  | Gordon Morrison Kenny Forbes  | Cllr CaddickCllr Calum Smith | Rikki Selkirk | Stewart Fraser | Stuart Black | Scoping: 14.11.17 WUpdate: 12.12.17 WRec’s:16.1.18 WFinal 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 |  |  |  |  |