**Redesign Board Workshop 19.9.17**

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

The table below lists:

1. **The new peer reviews** agreed by the Board so far. It includes the team names, Members and Trade Union representatives involved. Reviews are concluded in a 12 week period with discussion, recommendations and reports scheduled to fit with the calendar of meetings for the Board. The best fit is shown on the table. The type of discussions in the Board are around:
   * Scoping: When the team leader seeks clarity in a workshop on the scope of the review based on preliminary work done so far.
   * Up-date: When Board Members involved in the review will provide an up-date to the Board at a workshop on the progress being made and any issues encountered before recommendations are made.
   * Recommendations: When the team will attend the workshop and the team leader presents the recommendations from the review along with the Board Members involved. This allows for further Board deliberation prior to the final report being drafted.
   * Final report: When the final report with recommendations is brought to the Board for decisions to be made. This requires a formal Board meeting. There may be a need for some Board recommendations to be taken to the Council or a Committee.

After 5th December, no formal Board meeting dates are yet set and they need to fit with any report to Council meetings. The first Council meeting in 2018 is the budget setting meeting on 15th February. To inform that it is proposed that a formal Board meeting is held on 19th December (2-3pm) for the decisions to be made on commissioned preventative services for children, grey fleet and possibly car parking. Another Board meeting would be needed soon after the workshop on 16th January for decisions to be made on procured legal services.

1. **New ideas for peer reviews are required, particularly in areas of relatively large revenue budgets** to help meet the Council’s affordability challenge. Some ideas may emerge from related budget planning work for example around prioritisation, from Policy Development Groups or from other Member ideas e.g. property functions (currently undergoing restructuring). Other ideas can come from staff, Directors and senior managers and Trade Unions.
2. **The programme of peer reviews carried out under the former Redesign Board.** Arrangements for following these up and ensuring Board decisions are enacted are needed. Head of Service presentations are being scheduled for the Board and a way of reporting progress ideally for all reviews, perhaps around key milestones, and at each workshop and/or Board meeting would provide better assurance that the benefits expected are being realised. Proposals are being discussed with Directors and will come to the Board workshop in October.
3. **The in-service reviews of interest to the Board.**
4. **The programme developing on Lean projects.** This list will grow and ideas are being sought from staff and Members.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 ***TBC if peer review*** | 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.*** |
| 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 | | TBC |
| 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 |

|  |  |  |
| --- | --- | --- |
| **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) |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |