

RECOVERY THEME AREA & PROJECT NAME

Vital Viable Council – Review of Best 2020 Process

PROJECT BACKGROUND/ SCOPING STATEMENT

PROJECT SUMMARY:

One of the Vital Viable Council (VVC) objectives is to look at our internal processes to make sure we are working productively and remotely post COVID-19.

BUSINESS NEED AND BUSINESS PROBLEM:

The Business Need

Review our internal processes and make sure we are working as streamlined and productively as possible.

The Business Problem

The COVID-19 pandemic has emphasised the importance of working in a productive way using remote techniques to ensure we are working effectively. The first port of call is to review The Best 2020 process and business plans.

BENEFITS OF COMPLETING THE PROJECT AS WELL AS THE PROJECT JUSTIFICATION:

- Generate savings
- Ensuring the managers know what is required of them
- Incorporating a strategy that links to the council strategy.
- Setting long term and medium term objectives
- Ensuring we are working agilely and productively

PROJECT SCOPE, I.E. WHICH DELIVERABLES WILL BE INCLUDED AND EXCLUDED FROM THE PROJECT:

Ability to influence

Managers direction
Financial Savings
Carbon Savings
Income generation and commercialisation
Effective agile working and IT requirements
Better Contract Management
Budget Setting & Budget Pressures
Use of assets
Performance Review & Target Setting
Training and Development
Partnership Working

DEFINE ROLES AND RESPONSIBILITIES
<p>PROJECT MANAGER/ MANAGERS:</p> <p>Rosanna Wilson</p>
<p>PROJECT SPONSOR/ SPONSORS:</p> <p>Martin Flitcroft Cllr Richard Keeling</p>
<p>DESIGNATED BUSINESS EXPERTS:</p> <p>Lloyd Purchase</p>
<p>PROJECT TEAM:</p> <p>Lloyd Purchase and Rosanna Wilson</p>
<p>END USERS:</p> <p>Better 2022 Managers (previously known as BEST 2020 Managers)</p>
<p>OTHERS:</p> <p>NA</p>

RESOURCE IMPLICATIONS
<p>CAPITAL COSTS: None</p>
<p>CAPITAL FUNDING SOURCE/ SOURCES:</p> <p>NA</p>
<p>REVENUE COSTS: (excluding internal staffing costs):</p> <p>None</p>
<p>REVENUE FUNDING SOURCE :</p>
<p>INTERNAL STAFFING:</p>

NA

CALCULATION OF STAFFING COSTS:

NA

SUSTAINABILITY:

NA

OUTCOMES, MILESTONES AND PERFORMANCE MEASURES

OUTCOMES:

7% savings
Carbon Savings
Income generation and commercialisation
Effective agile working and IT requirements
Better Contract Management
Budget Setting & Budget Pressures
Use of assets
Performance Review & Target Setting
Training and Development
Partnership Working

MILESTONES:

- April – roll out
- May – managers to complete business plans
- July – SLT to review business plans
- Post July – Business plans to be reviewed on an ongoing basis.

PERFORMANCE MEASURES:

Performance will be reviewed in accordance with the outcomes that are included in the business plans