

## Herefordshire Public Service Trust Project Plan

ID	Task Name	Duration	Start	Finish
1	Working Groups	291 days	Tue 21/08/07	Mon 29/09/08
2	Short listing for CEO post	1 day	Wed 22/08/07	Wed 22/08/07
3	Agree joint "alternative" option	4 days	Tue 21/08/07	Fri 24/08/07
4	Meetings with Audit Commission	13 days	Wed 15/08/07	Fri 31/08/07
5	Steering Group members to give feedback on Success Criteria, Key Questions, Partnership Agreement	32 days	Fri 20/07/07	Mon 03/09/07
6	New Corporate Strategy & Resourcing Working Group begins to meet	1 day	Wed 03/09/08	Wed 03/09/08
7	Prepare roadmap and timetable	14 days	Tue 21/08/07	Fri 07/09/07
8	Interim Report from Audit Commission	1 day	Fri 07/09/07	Fri 07/09/07
9	Relaunch - PST website	12 days	Fri 24/08/07	Mon 10/09/07
10	Meeting between Leader of Council / CEO Council / PCT Chair / CEO and SHA Chair / CEO	1 day	Wed 12/09/07	Wed 12/09/07
11	Scoping Report on support "shared" services	41 days	Fri 20/07/07	Fri 14/09/07
12	Steering Group No.8 - Steering Group to consider the way forward	1 day	Fri 14/09/07	Fri 14/09/07
13	Up to date and accurate stakeholder communications lists	15 days	Thu 30/08/07	Wed 19/09/07
14	Health Scrutiny Committee Meeting	1 day	Thu 20/09/07	Thu 20/09/07
15	<b>Council - Cabinet Meeting</b>	1 day	Thu 20/09/07	<b>Thu 20/09/07</b>
16	<b>Trust Board Meeting</b>	1 day	Thu 20/09/07	<b>Thu 20/09/07</b>
17	Draft Contract of employment for CEO in place	8 days	Fri 14/09/07	Tue 25/09/07
18	CEO's meeting with Full Time TU Officers	1 day	Wed 26/09/07	Wed 26/09/07
19	<b>Appointment of CEO (subject to the decision of the Cabinet &amp; PCT Board on 20th September 2007)</b>	2 days	Wed 26/09/07	<b>Thu 27/09/07</b>
20	Paper to Herefordshire Partnership Board - Re: Establishment of a Health and Well-Being Partnership	1 day	Fri 28/09/07	Fri 28/09/07
21	Special PST News update for Members / NEDS	1 day	Fri 28/09/07	Sun 30/09/07
22	Interim Director of HR commences	1 day	Mon 08/10/07	Mon 08/10/07
23	First cut of LAA priorities known	1 day	Mon 01/10/07	Mon 01/10/07
24	Issue Contract of employment to CEO	11 days	Thu 27/09/07	Thu 11/10/07
25	Advertisement placed for single Director of Public Health	1 day	Mon 15/10/07	Mon 15/10/07
26	Advertisement placed for single commissioning post	1 day	Mon 15/10/07	Mon 15/10/07
27	Steering Group No.9	1 day	Fri 19/10/07	Fri 19/10/07
28	Establish a basis for performance management of the PST in 2008/09	46 days	Fri 24/08/07	Fri 26/10/07
29	Final Report from Audit Commission	38 days	Fri 07/09/07	Tue 30/10/07
30	Identify interim base for CEO and Senior Team	49 days	Fri 24/08/07	Wed 31/10/07
31	Map clinical and non-clinical training services and training services	45 days	Thu 30/08/07	Wed 31/10/07
32	Produce Integrated Communications Strategy	45 days	Thu 30/08/07	Wed 31/10/07

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ID	Task Name	Duration	Start	Finish
33	Produce revised PST Implementation Communication Strategy	45 days	Thu 30/08/07	Wed 31/10/07
34	Conduct Readiness for Change survey	43 days	Mon 03/09/07	Wed 31/10/07
35	Identify accommodation for senior officers (from 01:01:08)	49 days	Fri 24/08/07	Wed 31/10/07
36	Political Awareness training	38 days	Mon 10/09/07	Wed 31/10/07
37	Agree the Corporate identity and timetable for implementation	49 days	Fri 24/08/07	Wed 31/10/07
38	Establish a single Communications and PR Service	49 days	Fri 24/08/07	Wed 31/10/07
39	Map and link commissioning expertise	43 days	Mon 03/09/07	Wed 31/10/07
40	Establish single emergency planning team based within the Council	45 days	Thu 30/08/07	Wed 31/10/07
41	First draft paper on governance issues	49 days	Fri 24/08/07	Wed 31/10/07
42	Steering Group No.10	1 day	Fri 16/11/07	Fri 16/11/07
43	First members / NEDS "news" communication - to be published quarterly	35 days	Mon 01/10/07	Fri 16/11/07
44	First draft benefits realisation paper	69 days	Fri 24/08/07	Wed 28/11/07
45	Single systems for speedy and accurate communications to all employees and key stakeholders e.g. G.P's, Schools, Parish Councils	22 days	Thu 01/11/07	Fri 30/11/07
46	Produce Readiness for Change - Action Plan	22 days	Thu 01/11/07	Fri 30/11/07
47	Develop proposals for organisational KPI's within the context of harmonising processes with those of Herefordshire Partnership and the LA	65 days	Mon 03/09/07	Fri 30/11/07
48	Develop proposals for unified procurement arrangements	65 days	Mon 03/09/07	Fri 30/11/07
49	Agree a single Staff Code of Conduct	71 days	Fri 24/08/07	Fri 30/11/07
50	Integrated Risk Management Structure in place	71 days	Fri 24/08/07	Fri 30/11/07
51	Information Sharing Agreement agreed	71 days	Fri 24/08/07	Fri 30/11/07
52	Second cut of LAA priorities	1 day	Fri 30/11/07	Fri 30/11/07
53	Second draft on governance issues	22 days	Thu 01/11/07	Fri 30/11/07
54	Health Overview & Scrutiny Committee Meeting	1 day	Thu 06/12/07	Thu 06/12/07
55	External audit of benefits realisation proposals (see emerging financial analysis paper)	11 days	Fri 30/11/07	Thu 13/12/07
56	Draft paper on governance issues cleared by legal advisors	12 days	Fri 30/11/07	Fri 14/12/07
57	Key priorities identified and published - to be contained in LAA	81 days	Mon 27/08/07	Fri 14/12/07
58	Financial Resource Management Strategy - agreed and published (see Group minutes 160407)	81 days	Mon 27/08/07	Fri 14/12/07
59	Benefits realisation paper incorporating detailed action plan - agreed and published	81 days	Mon 27/08/07	Fri 14/12/07
60	Agree Terms of Reference for Shadow PST Board	1 day?	Fri 14/12/07	Fri 14/12/07
61	Steering Group No.11	1 day	Fri 14/12/07	Fri 14/12/07
62	Agree an integrated compliments and complaints process	92 days	Fri 24/08/07	Fri 28/12/07
63	Develop an outline performance management framework	92 days	Fri 24/08/07	Fri 28/12/07
64	Interim Governance issues finalised	46 days	Mon 29/10/07	Fri 28/12/07

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ID	Task Name	Duration	Start	Finish
65	Single, interactive and responsive web portal	88 days	Thu 30/08/07	Fri 28/12/07
66	Interim Governance arrangements implementation	1 day	Tue 01/01/08	Tue 01/01/08
67	<b>CEO takes up post</b>	69 days	Fri 28/09/07	<b>Tue 01/01/08</b>
68	Training and awareness raising in readiness for implementation of Information Sharing Agreement	23 days	Sat 01/12/07	Tue 01/01/08
69	Information Sharing Agreement implemented	1 day	Tue 01/01/08	Tue 01/01/08
70	Establish a joint Commissioning Unit	45 days	Thu 01/11/07	Tue 01/01/08
71	Develop a Corporate (Strategic) Plan 2008/11	96 days	Fri 24/08/07	Thu 03/01/08
72	Review of existing Section 75 arrangements concluded.	116 days	Fri 24/08/07	Thu 31/01/08
73	<b>PST Interim Board meeting (Strategic) meeting</b>	306 days	Fri 11/01/08	<b>Fri 13/03/09</b>
89	<b>PST Project Operational Group meeting</b>	306 days	Fri 18/01/08	<b>Fri 20/03/09</b>
105	<b>Establish Herefordshire Health &amp; Well-being Partnership Board</b>	1 day	Mon 21/01/08	<b>Mon 21/01/08</b>
106	Develop an Annual Operating (Business) Plan 2008/09	116 days	Fri 24/08/07	Thu 31/01/08
107	Council approves Council Tax budget	1 day	Thu 27/03/08	Thu 27/03/08
108	Council approves PST Corporate (Strategic) 2008/11 and Operating (Business) 2008/09 Plans	1 day	Thu 27/03/08	Thu 27/03/08
109	PCT Board approves PST Corporate (Strategic) 2008/11 and Operating (Business) 2008/09 Plans	1 day	Thu 27/03/08	Thu 27/03/08
110	Establish a single team for handling compliments and complaints	65 days	Mon 31/12/07	Fri 28/03/08
111	Rationalisation of Council and PCT plans and Strategies - Phase 1	156 days	Fri 24/08/07	Thu 27/03/08
112	<b>Children's Trust arrangements in place</b>	157 days	Fri 24/08/07	<b>Fri 28/03/08</b>
113	Establish integrated training services (?Non-clinical = single / Clinical = integrated)	110 days	Thu 01/11/07	Tue 01/04/08
114	Performance management framework becomes operational	1 day	Tue 01/04/08	Tue 01/04/08
115	Health Overview & Scrutiny Committee Meeting	1 day	Thu 03/04/08	Thu 03/04/08
116	First bi-monthly performance report against the Annual Operating (Business) Plan 2008/09	1 day	Thu 22/05/08	Thu 22/05/08
117	LAA Published including KPI's	202 days	Mon 27/08/07	Mon 02/06/08
118	Due diligence completed	78 days	Tue 01/04/08	Thu 17/07/08
119	Full governance arrangements agreed	1 day	Thu 17/07/08	Thu 17/07/08
120	<b>Partnership Agreement Signed</b>	246 days	Fri 24/08/07	<b>Thu 31/07/08</b>
121	Rationalisation of Council and PCT plans and Strategies - Phase 2	266 days	Fri 24/08/07	Thu 28/08/08
122	Unified occupational health services	262 days	Thu 30/08/07	Thu 28/08/08
123	Shared Services arrangements in place	267 days	Tue 25/09/07	Tue 30/09/08
124	<b>PST arrangements in place (in line with appropriate governance arrangements)</b>	267 days	Mon 27/08/07	<b>Mon 01/09/08</b>
125	Full governance arrangements implemented	1 day?	Mon 01/09/08	Mon 01/09/08
126	<b>PST arrangements to be subject to review</b>	419 days	Mon 27/08/07	<b>Wed 01/04/09</b>