

Proposal to: Jackie Potter, Executive Director (Tourism and Regeneration), Blackpool Council

From: Donna Hall, Chief Executive, Chorley Council

POTENTIAL SUPPORT TO POLICY AND PERFORMANCE AT BLACKPOOL COUNCIL

1) *The Benefits of a Shared Service Arrangement for Policy and Performance:*

CHORLEY BENEFITS	BLACKPOOL BENEFITS
Provides existing staff with valuable experience of working within another larger organisation and will help Chorley retain an excellent team of policy and performance staff.	Helps to address capacity issues within corporate policy and performance and focus on a set of key deliverables.
Provides an income source	Costs less than the direct costs of consultancy or employing a Director of Policy
Positive messages about districts and unitaries working together to deliver high quality/value for money shared services in Lancashire	Positive messages about districts and unitaries working together to deliver high quality, value for money shared services in Lancashire.

2) *The Deliverables:*

Chorley will provide support in the following areas:

Lesley-Ann Fenton, Assistant Chief Executive (Policy and Performance):

- Diagnostic of current structure of the Policy Team
- Recommendations for a revised structure
- Comments on the job description/person specification for the new head of Policy role
- Produce a revised toolkit for business planning
- Scrutiny of the Direction of Travel Statement with suggested areas for improvement
- Scrutiny of draft Sustainable Community Strategy and local Strategic Partnership with suggested areas of improvement

- Analysis of Corporate Strategy and delivery mechanisms; strengthening links to departmental business planning
- Review of existing corporate working groups with suggestions for rationalisation and increasing impact

Performance Advisors:

- Overview of existing programme and project management arrangements with recommendations for improvement
- Workshops with policy staff on programme/project management
- Overview of current performance management arrangements and report on a suggested way forward.

Communications Manager:

- Diagnostic on draft Marketing and Communications Strategy
- Analysis of work-programme
- Suggested corporate structural changes to improve the communications and marketing function.

3) Timeframe:

- Work will begin early in October until March 2008. Should this approach be successful it could be extended over a longer timeframe.

4) Fee structure:

- The following Chorley staff will be involved in the delivery of this project:
 - ***Assistant Chief Executive (Policy and Performance)***
 - ***Performance Advisors***
 - ***Communications Manager***
- The fee structure will be based on a flat fee of £25,000 for the above deliverables. Invoicing will be retrospective based on satisfactory delivery of key pieces of work agreed between Jackie Potter and Lesley-Ann Fenton. A monthly review will take place to check progress.
- The agreement can be terminated at any time by either party with a minimum of 4 weeks notice.

Donna Hall – 8th October 2007