

**ITEM WHICH THE CHAIRMAN HAS DECIDED IS URGENT BY REASON OF THE NEED TO NOTIFY CABINET OF THE VIEWS OF THE CHANGE BOARD**

**CHANGE BOARD**

MINUTES of a meeting held on 20<sup>th</sup> March, 2003.

Present: Councillor H.J.W. James (Chairman); Councillor A.J. Williams (Vice-Chairman); and Councillor G. J. M. Fletcher.

(a) Apologies for absence -

These were received from Councillors G. C. Kemp and N. Moore.

(b) Minutes of the meeting held on 23<sup>rd</sup> January, 2003 -

AGREED - T H A T the minutes of the meeting of the Board held on 23<sup>rd</sup> January, 2003 be approved as a correct record.

(c) Change plan (CE) -

The Council's Change Programme consisted of the totality of actions arising from the major action plans agreed as a result of a number of reviews and inspections. In order to manage the Change Programme effectively, the key actions from all the Council's major corporate action plans had been identified and combined into a single overall plan, namely the Change Plan. The Draft Change Plan had been compiled by five Working Groups set up to manage the Change Programme:

- Community Leadership
- Communications
- People Management
- Customer Focus
- Systems and Processes

The Draft Plan had then been agreed by the Corporate Management Team and had also been presented to the Management Conference for consultation. The Plan accorded a priority for each action, stated how well the Council was doing in relation to each one, identified "milestones" which indicated what was required to be done to move that particular issue forward to the next stage, and identified target dates and lead officers. The implementation of the Change Plan would be monitored at regular intervals by the Management Team and the Change Board.

Each Change Champion, or substitute, briefly outlined for the benefit of the Board his/her section of the Plan. During the consequent discussion, certain elements of the draft Plan as appended to the report were amended.

AGREED -

- (1) T H A T the draft Change Plan, as amended, be endorsed.
- (2) T H A T, in recognition of the tremendous amount of work that had been undertaken to produce the draft Plan, the thanks of the Board be recorded to all those who had participated in the process, the Head of Performance and Development, the five Working Groups and the Corporate Management Team being identified in particular.