

Chelmsford, Maldon & Rochford – Revenues & Benefits PartnershipHigh Level Draft Timetable for possible completion of partnership by March 2008

Ref	Task name	Target Finish
1.	Agree scope of partnership & communications protocol	February 2006
2.	Agree potential structure and draft timetable	March 2006
3.	Costs Benefits Analysis	March 2006
4.	Set up evaluation group to establish savings and distribution of costs	March 2006
5.	Seek government funding & support	March 2006
6.	Communication with Staff, Unions, stakeholders	April 2006
7.	Appoint Shadow Board, Project Leader or critical friend for decision making	June 2006
8.	Set up working parties for areas such as IT, publicity, consultation, communication, press releases	July 2006
9.	Involve HR departments over staffing issues	July 2006
10.	Involve Audit and Accountancy departments regarding changes in procedures	July 2006
11.	Scope IT and Business support areas (align teams)	July 2006
12.	Draw up Service Level Agreements / Service Contracts and share with constituent authorities	July 2006
13.	Merge Business Support teams from constituent authorities	August 2006
14.	Commence alignment procedures <ul style="list-style-type: none"> • Training & policies • Management checking, Performance targets etc • Recovery • NNDR • Council Tax • Benefits • Customer Services • Fraud 	October 2006 November 2006 December 2006 February 2007 May 2007 July 2007 October 2007 December 2007
15.	Merge Teams for <ul style="list-style-type: none"> • Customer Services • Recovery • NNDR • Council Tax • Benefits • Fraud 	April 2007 June 2007 August 2007 September 2007 November 2007 January 2008
16.	Look at staffing levels for the mid to long-term and review structure	April 2008
17.	Review access and accommodation	April 2008
18.	Consider extending the Partnership to other interested local authorities	May 2008