




BVIP Milestone update Q1







Status: In Progress 1 Assigned 11 Completed 2

Status	Theme	Action	Milestone	Due Date	Completed?	Note
	Elections	BVIP2018-A-1 Planning for 2018 Mayoral and local elections	Ballot papers at polling stations – folded to assist with check of ballot paper number before being placed in the ballot box and ensure secrecy of the ballot	31-May-2018	Yes	The elections had a varied selection of papers some with 18 candidates and the Mayor a completely different design. All staff were trained to fold the papers to understand the secrecy requirements but also the implications on the count if not carried out correctly.
			Continuation of RO instruction to ensure polling staff only speak in English whilst on duty in the polling station	31-May-2018	Yes	This instruction was continued but it is difficult to enforce when some innocently enters the station with a bona fide member of the family who may be young to explain what to do.
			Count venue booked	18-May-2018	Yes	The count venue was a significant task with Excel insisting on a plethora of plans and administrative tasks before most things could be signed off. The cost is also a major factor for such a high profile and corporate venue.
			Dedicated count training for accountants using Xpress count module	31-May-2018	Yes	We introduced the Express count module and this was shown to the three top table officers in advance of the poll. The system is very simple to use and only took an hour or use provisionally and then use on the night.





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			Enhanced mandatory training for count staff before taking up roles. To include dedicated training on count procedures	31-May-2018	Yes	It is proposed that comprehensive training is provided to counting staff particularly the ways in which to actually count ballot papers properly. It was clear in 2018 that the counters had not been shown the best and most efficient ways to count ballot papers.
			Enhanced mandatory training for polling station staff before taking up roles. To include bespoke e-training and dedicated training for POs with specific scenarios	31-May-2018	Yes	No e-training was undertaken with all training undertaken face to face. Training will be looked at in detail now that all staff received 2 hours training prior to the elections in May which was a bit repetitive for those who have undertaken the task before.
			Enhanced security measures including photo ID checks at count; non-council security staff; non-transferable security wristbands	31-May-2018	Yes	This was introduced but will need streamlining and will replace wristbands and lanyards. It was successful but was a significant task to set up.
			Ensure integrity of the process and good order at polling stations	31-May-2018	Yes	Extensive liaison with the police, candidates and agents contributed to order at the polling stations.
			Full review of count procedures and paperwork in consultation with EC	31-May-2018	Yes	A formal count plan was produced and published on the web page and distributed to all the main stakeholders namely the police, electoral commission and agents.
			Joint working with partner agencies	31-May-2018	Yes	Meetings were held regularly with the main stakeholders namely the police, electoral commission, cabinet office on occasion and all TH internal departments were considered necessary.

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			Platform area for RO and Accountants to ensure visibility of count area	31-May-2018	Yes	The main stage was maintained as in previous elections but the top table were separated away from any scrutiny.
			Project group to meet monthly from April 2017, fortnightly from December 2017 and more frequently as required immediately prior to elections	31-May-2018	Yes	A formal project planning board was established from September 2017 and met monthly initially this reduced to bi-weekly and then weekly in the immediate run into the poll. This was supplemented with meetings with the police at Bethnal Green and Scotland Yard.
			Review of Media Pack to ensure up-to-date information provided	31-May-2018	Yes	The media pack and general communications were maintained by our internal communications who were in constant touch with the elections team. The immediacy of social media is the latest issue to address and we will need to consider expanding our strategic approach to this in future years.
			Train 40-50 experienced poll clerks to act as presiding officers in May 2018, to be placed with an experienced PO at a double station	31-May-2018	Yes	40-50 is a bit high but we are reviewing all poll clerks used to assess their suitability.
	Elections	BVIP2018-A-2 Deliver Postal Vote Pilot scheme with the Electoral Commission and Cabinet Office	Deliver Postal Vote Pilot Scheme with the Electoral Commission	31-May-2018	Yes	The two elements of the postal pilot scheme went very well with data to be exchanged with the commission no later than 20 days after the poll. Once the data is collated we will see if there is anything that needs to be addressed.
	Communications	BVIP2018-B-1 Develop and deliver Communications Strategy for 2017/8	Launch new intranet site	30-Sep-2018	No	We have completed the research phase which included working with representatives from council directorates to understand business need for the new intranet. Subsequently a

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						decision was taken to use Contensis as the CMS for the new intranet.
	Property	BVIP2018-C-1 Implement Community Buildings Scheme	Agree action plan for validation of TRAs with THH	30-Jun-2018	No	This is almost agreed except for some outstanding issues that the Resources and Policy Team are looking at.
			Complete and open second community hub	31-May-2018	No	The original plan was to deliver Raines House as a second hub, but as a listed building requires a longer lead-in time the Tramshed in Bethnal Green has now been identified as the second community hub and upgrade works are almost complete.
			Convert vacant community buildings identified for housing use to housing and transfer to THH/Homeless Service	31-Jul-2018	No	Works are underway at Bethnal Green Cottage to convert the building into 4 units of temporary accommodation. A programme of conversions has been agreed and progress is being made to deliver additional temporary accommodation through conversion. This is a rolling programme and as conversions are being identified they are being added to the programme.
			Establish implementation plan for third hub and wider roll-out across the borough	31-May-2018	No	St Andrews Community Centre (also known as the A12 building) in Bow is ready to let for community use. The next community hubs are at Raines House, Wapping and Granby Hall, Bethnal Green. The consultation process for Raines House is nearing completion, after which a planning application will be submitted and work expected to start on site at the end of

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						September 2018, with completion in the summer of 2019. The planning application for the external alterations at Granby Hall has been submitted and work is expected to start in October 2018 and completed within 9 months.
	Property	BVIP2018-C-2 Asset reviews and service delivery plans	Complete review of depot provision across the borough	30-Jun-2018	No	The feasibility study on Blackwall depot is pretty much finished. The only outstanding issue is for Waste to confirm the numbers for staff and vehicles to be accommodated. Then the feasibility proposals can be finalised.
	Grants	BVIP2018-D-1 Complete review of Third Sector Team	Assimilation into posts/interviews	31-Aug-2018	No	The restructure is currently being implemented and the assimilation process/recruitment to structure is the next stage of the restructure and is due to be concluded by the end of August 2018
			Full implementation of new team structure	30-Sep-2018	No	The implementation of the new structure has commenced and the core of the new team will be fully in place by the end of September 2018, supported by robust transitional arrangements to ensure a seamless handover, improved transparency and appropriate monitoring of the extended grants programme.
	Grants	BVIP2018-D-2 Implement web-based GIFTS software	Development of web-based solution completed	31-Jul-2018	No	Linked to the improved processes and practices developed for the new team structure, a comprehensive training programme for staff and members has been planned. Legal problems related to the initial purchase of the current system and the

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						contracts to support the new system are being resolved concurrently.
			Full implementation of new web-based system	31-Aug-2018	No	The testing phase and full implementation will be in place by the end of the end of August 2018.
▶	Grants	BVIP2018-D-3 Review and improve working of Grants Determination Sub-Committee	6 month review of the Grants Determination Sub-Committee	30-Sep-2018	No	This review is due to take place early in the new municipal year after the elections. Following confirmation of the composition of the GDSC and the wider scrutiny review recommendations, the scope and timing of the review will be agreed.
			Grants Determination Sub-Committee away-day	30-Sep-2018	No	The away day will be planned as part of the committee review.
			Grants Determination Sub-Committee members' development seminars	30-Sep-2018	No	The development seminars will be planned as part of the committee review.
▶	Grants	BVIP2018-D-4 Strengthen grants management and work strategically with voluntary and community sector	Review and update the Council's grants policy, working closely with services	31-Aug-2018	No	New outcomes based Grants Policy agreed at Cabinet 20 March 2018. Further work with VCS organisations to produce detailed prospectus now under way. Final programme to be launched in parallel with new community commissioning programme. Services funded through new programmes scheduled to commence 30 Sept 19
			Undertake comprehensive review of contracts and grants to inform the development of the Council's new approach to commissioning	30-Sep-2018	No	This is being delivered as part of the development of the new grants policy and community commissioning programme.
			Work with the voluntary sector to	30-Apr-2018	Yes	Agreed in Cabinet 20 March 2018

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			develop a voluntary sector compact			
	Organisational Culture	BVIP2018-E-1 Implement actions from Clear Up Project	Implement recommendations from Clear Up project	30-Sep-2018	No	The Clear Up Board made recommendations for action in respect of a total of 41 of the 66 allegations that had been reported to the Clear Up Team. As at 26th February 2018, 30 of those 41 had been fully actioned leaving 11 cases outstanding. Progress has been made on those 11 cases as 23 of the 37 recommendations associated with those 11 outstanding cases have also been completed.
			Review progress against implementation	30-Sep-2018	No	As above.
	Organisational Culture	BVIP2018-E-2 Review employment policies and practices and implement them	Development of detailed changes and stakeholder engagement	30-Sep-2018	No	This has commenced as part of the implementation of the HR division restructure – review working groups involving HR, TU representatives and managers have been established.
			Implement changes to practice through a) BP training and b) management and staff training	30-Sep-2018	No	This is being undertaken as part of the implementation of the HR Division restructure.
	Organisational Culture	BVIP2018-E-3 Deliver year 1 of Smarter Together Programme	Change managed and staff engagement maintained and measured via staff pulse surveys	30-Sep-2018	No	This is being planned as part of the implementation of the HR Division restructure.
	Organisational Culture	BVIP2018-E-4 Complete phase 2 of Officer Scheme of Delegations	Circulate revised proposed Officer Scheme of Delegations to Corporate and Divisional Directors	30-Sep-2018	No	The delegations in Part 3 of the Council's constitution, as supplemented by the scheme of management in the appendices to the constitution (Part 9/C) have been reviewed. In order to improve clarity and streamline

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						<p>decision making it is proposed to amalgamate these delegations into a single corporate scheme in Part 3 which also reflect the Council's corporate directorate structure. This is a significant piece of work and an experienced external expert will be commissioned to draw on best practice across London and complete the task as soon as possible. It is anticipated that this work will be concluded by September 2018 for the corporate scheme to be agreed by CLT, General Purposes Committee and Cabinet. A report will also be prepared for full Council to amend part 3 of the Constitution in the autumn. When the corporate scheme is approved by CLT, directorates will be required to appoint a lead officer to work in conjunction with Legal Services and/or the external expert to identify and agree directorate delegations which will form an appendix to the constitution. It is anticipated that this work will be concluded by December 2018 for the directorate schemes to be agreed by DLT's, General Purposes Committee and Cabinet. A report will also be prepared for full Council to update the constitution.</p>
			Corporate Director and Monitoring Officer sign off on respective Officer Scheme of Delegations for Directorates	30-Sep-2018	No	As above.
			Report to Cabinet on the final Officer	30-Sep-2018	No	As above.

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			Scheme of delegations			
			Report to Council on Constitutional changes to the Constitution and which relate to Limitations and Delegated Decision Making – General Principles respectively; and on Directorate Scheme of Management	30-Sep-2018	No	As above.
			Report to Council on the final Officer Scheme of Delegations	30-Sep-2018	No	As above.
			Report to general Purposes on the final Officer scheme of Delegations	30-Sep-2018	No	As above.
	Organisational Culture	BVIP2018-E-5 Declarations of Interest – Members and Officers	Audit of 2017–18 Staff Declarations of Interest	30-Jun-2018	No	Internal Audit field work currently in progress for the follow up audit on Officers Declaration Of Interests.