

Action	Milestone	Due Date	Completed?	Note	Responsibility
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-18	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.	Asmat Hussain/Robert Curtis
	Continuation of RO instruction to ensure polling staff only speak in English whilst on duty in the polling station	31-May-18	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.	Asmat Hussain/Robert Curtis
	Count venue booked	18-May-18	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.	Asmat Hussain/Robert Curtis
	Dedicated count training for accountants using Xpress count module	31-May-18	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.	Asmat Hussain/Robert Curtis
	Enhanced mandatory training for count staff before taking up roles. To include dedicated training on count procedures	31-May-18	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.	Asmat Hussain/Robert Curtis
	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-18	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.	Asmat Hussain/Robert Curtis
	Enhanced security measures including photo ID checks at count; non-council security staff; non-transferable security wristbands	31-May-18	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.	Asmat Hussain/Robert Curtis
	Ensure integrity of the process and good order at polling stations	31-May-18	Yes	Extensive liaison with the police, candidates and agents contributed to order at the polling stations.	Asmat Hussain/Robert Curtis
	Full review of count procedures and paperwork in consultation with EC	31-May-18	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.	Asmat Hussain/Robert Curtis
	Joint working with partner agencies	31-May-18	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.	Asmat Hussain/Robert Curtis

	Platform area for RO and Accountants to ensure visibility of count area	31-May-18	Yes	The main stage was maintained as in previous elections but the top table were separated away from any scrutiny.	Asmat Hussain/Robert Curtis
	Project group to meet monthly from April 2017, fortnightly from December 2017 and more frequently as required immediately prior to elections	31-May-18	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.	Asmat Hussain/Robert Curtis
	Review of Media Pack to ensure up-to-date information provided	31-May-18	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.	Asmat Hussain/Robert Curtis
	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-18	Yes	40-50 is a bit high but we are reviewing all poll clerks used to assess their suitability.	Asmat Hussain/Robert Curtis
BVIP2018-A-2 Deliver Postal Vote Pilot scheme with the Electoral Commission and Cabinet Office	Deliver Postal Vote Pilot Scheme with the Electoral Commission and Cabinet Office	31-May-18	Yes	The two elements of the postal pilot scheme went very well with data to be exchanged with the election commission no later than 20 days after the poll. Once the data is collected we will see if there is anything that needs to be addressed.	Asmat Hussain/Robert Curtis
Communications					
BVIP2018-B-1 Develop and deliver Communications Strategy for 2017/8	Launch new intranet site	30-Sep-18	No	The research phase of this work has been completed. We are just holding off implementation as Office 365 is being brought into the organisation in Q2 and Q3 and we want to consider using one of its programmes called SharePoint as a platform for the new intranet.	Andreas Christophorou
Property					
	Agree action plan for validation of TRAs with THH	31-Oct-18	No	This is almost agreed except for some outstanding issues that the Resources and Policy Team are looking at. A report is being written jointly with Asset Management, Third Sector Team and THH to agree the process for dealing with Community Building TRA leases. Final draft report to be prepared by 6th September. Share report with Mayor in September 1-1 in mid September. Consider whether cabinet approval needed	Ann Sutcliffe/Richard Chilcott
	Complete and open second community hub	31-May-18	Yes	Upgrade works have been completed at the Tramshed in Bethnal Green to create the second community hub, bookings are being taken and an official opening event will take place in late-August. Raines House, originally identified as the second hub, will take longer to deliver because it involves refurbishing a listed building. Planning consent has been sought for these works and the anticipated start on site for Raines House is October 2018	Ann Sutcliffe/Richard Chilcott

BVIP2018-C-1 Implement Community Buildings Scheme	Convert vacant community buildings identified for housing use to housing and transfer to THH/Homeless Service	Ongoing	No	Works to convert Bethnal Green Cottage into 4 units of temporary accommodation are due to complete in September. 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.	Ann Sutcliffe/Richard Chilcott
	Establish implementation plan for third hub and wider roll-out across the borough	31-May-18	Yes	St Andrews Community Centre (also known as the A12 building) in Bow is ready to let for community use.	Ann Sutcliffe/Richard Chilcott
				The next community hubs are at Raines House, Wapping and Granby Hall, Bethnal Green. A planning application has been submitted for Raines House, consent is expected in late August and start on site is scheduled for October 2018, with completion expected in the summer of 2019.	Ann Sutcliffe/Richard Chilcott
				Planning consent for the external alterations at Granby Hall has been given and work is expected to start in October 2018 and completed within 9 months.	Ann Sutcliffe/Richard Chilcott
BVIP2018-C-2 Asset reviews and service delivery plans	Complete review of depot provision across the borough	30-Nov-18	No	The feasibility study on Blackwall depot is pretty much finished. The only outstanding issue is for Waste Management colleagues to confirm the numbers for staff and vehicles to be accommodated. Then the feasibility proposals can be finalised. Target date end of September 2018.	Ann Sutcliffe/Richard Chilcott
Grants					
BVIP2018-D-1 Complete review of Third Sector Team	Assimilation into posts/interviews	31-Aug-18	No	The restructure is currently being implemented and the assimilation process/recruitment to structure and will be concluded by the end of August 2018 – the manager post is being advertised and existing staff invited to express interest in the new posts.	Zena Cooke/Steve Hill
	Full implementation of new team structure	30-Sep-18	No	The implementation of the new structure has commenced and the core of the new team members 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.	Zena Cooke/Steve Hill
BVIP2018-D-2 Implement web-based GIFTS software	Development of web-based solution completed	31-Jul-18	Yes		Zena Cooke/Steve Hill
	Full implementation of new web-based system	31-Aug-18	No	The testing phase and full implementation is on track and is being aligned to the new team by the end of September 2018. This will ensure all grants from across the council can be easily accessed and reviewed via the internet.	Zena Cooke/Steve Hill
	6 month review of the Grants Determination Sub-Committee	30-Sep-18	No	This review is being scoped and is planned to take place in line with the target date of end of September.	Zena Cooke/Steve Hill

BVIP2018-D-3 Review and improve working of Grants Determination Sub-Committee	Grants Determination Sub-Committee away-day	30-Sep-18	No	The away day is planned as part of the committee review to consider objectives and the future work programme, in line with the completion date of 30th September 2018.	Zena Cooke/Steve Hill
	Grants Determination Sub-Committee members' development seminars	30-Sep-18	No	The development seminars are planned as part of the committee review to develop and build on best practice and will be completed by the end of September.	Zena Cooke/Steve Hill
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-Oct-18	No	New outcomes based Grants Policy agreed at Cabinet 20 March 2018. Further work with VCS organisations is progressing to produce detailed prospectus. New grants programme is scheduled to be agreed at Cabinet on 31 October 2018. Some grants for infrastructure support may be agreed in advance but, as MSG has now been extended to 30 September 2019, the main programme will be launched early in 2019 so that the first new grants will be awarded with effect from 1 October 2019 in parallel with the new community commissioning programme.	Zena Cooke/Steve Hill
	Undertake comprehensive review of contracts and grants to inform the development of the Council's new approach to commissioning	30-Nov-18	Yes	This is being delivered as part of the development of the new grants policy and community commissioning programme. External consultants have completed an interim review of the MSG programme which has informed the development of the new grants policy and community commissioning programme	Zena Cooke/Steve Hill
	Work with the voluntary sector to develop a voluntary sector compact	30-Apr-18	Yes	Agreed in Cabinet 20 March 2018	Zena Cooke/Steve Hill
Organisational Culture					
BVIP2018-E-1 Implement actions from Clear Up Project	Implement recommendations from Clear Up project	30-Sep-18	No	There are now only 7 outstanding cases. 2 of these (CU 41 and CU 55) are ready for closure subject to BVIP Board reporting requirements. The reports are being prepared for presentation at the BVIP Board on Tuesday 18th December	Asmat Hussain
	Review progress against implementation	30-Sep-18	No	There are 4 outstanding recommendations relating to the 5 remaining cases. All 4 recommendations have been referred for consideration by the HR Policy Working Group following its creation. The Policy Group met for the first time on 6 June 2018. The Policy Group will consider and action the outstanding 4 recommendations in respect of the 5 clear up cases in line with the comments relating to BVIP2018-E-2 below	Asmat Hussain

BVIP2018-E-2 Review employment policies and practices and implement them	Development of detailed changes and stakeholder engagement	31-Dec-18	No	A working group comprising of HR, union and management representatives has been formed to review policies and to make recommendations for revisions to be presented to the corporate leadership team and where appropriate members. This work will be on-going with a prioritised work programme to look at all HR policies. The Grievance Procedure and Employee Code of Conduct have been taken to the working group and agreed in August. A number of further key polices are scheduled for review later this year, these include; Capability, Discipline, Sickness Management Procedure and Organisational Change.	Zena Cooke/Dena Smart/Simon Williams
	Implement changes to practice through a) BP training and b) management and staff training	30-Sep-18	No	This is being undertaken as part of the implementation of the HR Division restructure, specialist training and support has been provided to BPs and is on-going.	Zena Cooke/Dena Smart/Catriona Hunt
BVIP2018-E-3 Deliver year 1 of Smarter Together Programme	Change managed and staff engagement maintained and measured via staff pulse surveys	30-Sep-18	No	This is on track and being planned as part of the implementation of the HR Division restructure. Staff Engagement is ongoing. Chief Executive Roadshows took place throughout June and July 2018. A Staff Survey will take place in November 2018. .	Zena Cooke/Diane Lomas/Sasta Miah
BVIP2018-E-4 Complete phase 2 of Officer Scheme of Delegations	Circulate revised proposed Officer Scheme of Delegations to Corporate and Divisional Directors	30-Nov-18	No	<p>Ameo Professional Services Ltd have been appointed to complete the review of the Corporate Scheme of Delegations in Part 3 of the Constitution. Ann Davies (senior consultant and former Monitoring Officer) is undertaking this work.</p> <p>Ms Davies has significant local government experience and will be able to draw on best practice across the sector.</p> <p>Ms Davies will produce a revised corporate scheme of delegations for inclusion in Part 3 of the Constitution to reflect the Council's corporate directorate structure and the outcome of the review will be reported to CLT for consideration on 27 November 2018.</p> <p>Once the proposed revisions have been considered and final proposals agreed by CLT, they will be referred to the General Purposes Committee, Cabinet and full Council (as appropriate) for approval of the necessary revisions to the Council's Constitution. In tandem directorates will need to appoint a lead officer to work in conjunction with Legal Services to review existing directorate schemes of delegation.</p>	Asmat Hussain

	Corporate Director and Monitoring Officer sign off on respective Officer Scheme of Delegations for Directorates	31-Dec-18	No	As above	Asmat Hussain
	Report to Cabinet on the final Officer Scheme of delegations	28-Feb-19	No	As above	Asmat Hussain
	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	28-Feb-19	No	As above	Asmat Hussain
	Report to Council on the final Officer Scheme of Delegations	28-Feb-19	No	As above	Asmat Hussain
	Report to general Purposes on the final Officer scheme of Delegations	31-Jan-19	No	As above	Asmat Hussain
BVIP2018-E-5 Declarations of Interest – Members and Officers	Audit of 2017-18 Staff Declarations of Interest	30-Jun-18	Yes	A follow-up audit in respect of the 2017-18 Staff Declarations of Interest has been completed, with the report subject to management review. The follow-up audit has confirmed that a significant number of the original agreed management actions have not been fully implemented. A revised management action plan has been agreed and will be subject to ongoing monitoring by Internal Audit. Progress against implementation of the outstanding actions will further be reported to the next meeting of the Audit Committee.	Asmat Hussain/Bharat Mehta