HOD: Simon Martin Lead: Paula Evans MILESTONE REPORT DAY CENTRES REVIEW Sub: Bruce Tice, Louise Milns **PROJECT DESCRIPTOR**: Member led review of day centre provision leading to the development of a district baseline, improved asset management, recommendations for capacity building and partner relationships

KEY OUTPUTS:

1. Increased usage		2. Identify potential new partners		3. Improved built 4. Sustain asset management funding ar	able 5. Recommendations for improvement to relevant policy makers	
ef. RA1DC/BTLM01/09			STAKEHOI	DER VIEWS	Off:Bruce Tice	Key documents
Project Description		Completed Milestones		Milestone Accomplishments	+/-Exceptions to the Plan	
To research, consult,	Date	Activity	√		New dates to emerge as project timescales confirmed	
understand and meet		Thaxted Centre visit		Opportunity to gather qualitative data from		
the expectations of key stakeholders	04.12.09	(Cllr Dean & Cllr Rolfe)		voluntary management groups and users		
	10.12.09	Saffron Walden Centre visit (Cllr Dean & Cllr Jones)		Opportunity to gather qualitative data from voluntary management groups and users		
	14.12.09	Management forum Gt Dunmow (Cllrs and Officers)		Meeting and consultation		
	17.12.09	Gt Dunmow Centre visit (Cllr Dean & Cllr Jones)		Opportunity to gather qualitative data from voluntary management groups and users		
	18.12.09	Takeley Centre visit (Cllr Dean & Cllr Rolfe)		Opportunity to gather qualitative data from voluntary management groups and users		
		1				
		Project completed				
		rroject completed				
ef. RA1DC/BTLM01/09			BUDGETAF	RY POSITION	Off:Bruce Tice	Key documents
Project Description		Completed Milestones		Milestone Accomplishments	+/-Exceptions to the Plan	,
Budget costs need to be	Date	Activity	√ √	·	·	
assessed as being an intial high end factor in determining the financial viability	01.12.09	Budget exploration meeting with service account managers (PE, LM, BT - account managers SE & CT?)		Service budget sheet analysis		UDC Live FIS Service Budget Reports 2008/09 - 2009/10
		,	KO4	Identify sustainable funding		
		Duele et e encolete d				
		Project completed				
ef. RA2M/BTLM01/09		OWNERSHIP A	MANAGEME	ENT AND ACCOUNTABILITY		Key documents
Project Description		pleted Milestones			+/-Exceptions to the Plan	,
We need to ensure a	Date	Activity	√ √			
clearer understanding of			<u> </u>	Management agreements comparative		Service manaagement agreements between UDC and mngt
responsibilities and				matrix generated		committees
accountabilities borne				Management agreement revisions and pro-		
by departmental team and unit managers			1400	forma proposed		
and unit managers			KO3	Improved built asset management plan		
		Project completed				
		EVEL	IT AND CT	NIDADD OF HICACE		
lef. RA2M/BTLM01/09. Project Description		Completed Milestones		ANDARD OF USAGE Milestone Accomplishments	Off: TBC +/-Exceptions to the Plan	Key documents

tef. RA2M/BTLM01/09.:		EXTE	NT AND STA	NDARD OF USAGE	Off: TBC	Key documents
Project Description	Completed Milestones			Milestone Accomplishments	+/-Exceptions to the Plan	
Identify usage on a day	Date	Activity	√ √			
to day basis with regard				Corelate service centre monthly returns		Service centre monthly returns sheets
to meeting need				meshing results to highlight data gapping		
				Report into inititatives to promote increased		
			KO1	usage		
		Project completed				Dago 1

Key documents

Page 1 tef. RA2M/BTLM01/09. IDENTIFY MANAGEMENT ARRANGEMENTS AND SUPPORT Off: TBC

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Project Description		Completed Milestone		Milestone Accomplishments	+/-Exceptions to the Plan	
Identify, support and	Date	Activity	√ √			
examine documentation	14.12.09	Meeting and		Management forum Dunmow		Service manaagement agreements between UDC and mngt
and facilitation for on-		consultation				committees
going development of						Constitutional agreements of management committees
nanagement						
committees						
			 			
		Project completed				
ef. RA2M/BTLM01/09.4		 	IENT VOLU	METRIC & DEMOGRAPHIC	Off: TBC	Key documents
					•	Key documents
Project Description		Completed Milestone		Milestone Accomplishments	+/-Exceptions to the Plan	
Identify, demographic	Date	Activity	√ √			
by catchment area				Profile each centre's catchment:		Deprivation indicators located within the final health domain of the
profiling and analize						Index of Multiple Deprivation 2007
sociologiocal influences				Dunmow		Profiling via JSNA Report
				Saffron Walden		Nomis comparator with East Herts
				Stansted		
				Takeley		
			İ	Thaxted		
		İ				
		Project completed	1			
ef. RA2M/BTLM01/09.4		, reject complete	BENCHA	MARKING	Off: TBC	Key documents
Project Description		Completed Milestone		Milestone Accomplishments	+/-Exceptions to the Plan	,
Research benchmark	Date			milestone Accomplishments	-7-Exceptions to the Flan	
		Activity	- V	Denskoredden de NIII I and Isral		
service provision against national and local			KO5	Benchmarking via NI/LI and local		CIPFA tarcking sheets
indicators. Make			-	comparitors		-
comparisons with						National Care Standards
similar operations as						Care Commission guidelines for servcie
enacted by comparable						
authrorities						
autiliorities						
		Project completed				
			-			
ef. RA2M/BTLM01/09.4		COLING	CIL DOLLCY	Key documents		
				AND PARTNERSHIPS	Off: TBC	Ney documents
Project Description		Completed Milestone		Milestone Accomplishments	+/-Exceptions to the Plan	
Examine Council day	Date	Activity	√ √			
centre policy to deliver				Summary and examination of current policy		UDC Policy & Plan - Day Centres
appropriate Service						, ,
Level Agreements.			1	Idnetification report of existing and potential		
Consider partnership			KO2	new partners		
working arrangements						
in light of expected						
changes/opportunities						
		Project completed				
					-	