

No.	Focus for 2020/21	Lead	Milestones/ Deadline	Status Update	RAG Rating
Strategic					
1	Adoption of the SEP and RAP and the development of agreed implementation plans for the SEP and the RAP	Head of Paid Service / Deputy CEX	Dec 20	The RAP was adopted by the MCA July 2020. A final version of the SEP will be presented to the LEP on 14 th January and to the MCA on 25 th January.	
2	Implementation Bus Review recommendations including progressing the full integration of the PTE into the MCA	Head of Paid Service / Deputy CEX	Mar 21 and beyond	A high-level project plan was approved by the MCA in September 2020, work continues to negotiate with Government on a date for the legal order	
3	Implementation of new Thematic Board arrangements	Head of Paid Service / Monitoring Officer	Oct 20	The new Thematic Board have been operational since October 2020.	
4	Continuation of negotiation and implementation of Devolution agreement	Head of Paid Service	Ongoing	The negotiated deal has received all formal processes, work is underway on a number of aspects of implementation eg Implementing the transfer of the Adult Education Budget (formal transfer of responsibility Aug 21) and on the Investment Strategy for Gainshare	
Operational					
5	Embedding risk management processes	Deputy Chief Executive	Mar 21	The revised Risk Management Policy and Process was endorsed by the Audit and Standards Committee in October 2020 and approved by the MCA in November. Risk Management is embedded into the 2021/22 Business Planning process and is being embedded in to the new Programme Management System currently under development.	
6	Introduction of new CPRs and a Social Value Policy	S73 Officer	Jan 21	New Contract Procurement Rules were approved by the MCA in November, a new Head of Procurement is due to take up a new position in April 21 and full training will be rolled out across the Executive Team.	
7	Review and implementation of new corporate induction	Deputy Chief Executive	Jan 21	Content for the corporate induction was reviewed and largely finalised in December. Management Board checking of content is scheduled for January and an implementation plan for adopting the new induction process is in development, with the aim for full roll out by the end of Q4 (noting the roll out will be virtual due to new starters working remotely)	

8	Refresh Assurance Framework to take account of devolution	Deputy Chief Executive	Dec 20	A thorough review of the Assurance Framework is underway and will conclude by the end of Q4. A paper outlining the key changes required will be considered by the MCA on 25 th January, a timeline is included to ensure a revised document has necessary local and national approvals by March 31 st 2021.	
9	Refresh Evaluation Strategy to take account of devolution and implement programme level evaluations for LGF and TCF	Deputy Chief Executive	Feb 21	An initial review of the Monitoring and Evaluation Framework has been undertaken. The draft Framework will be considered by the MCA on 25 th January, a timeline is included to ensure a revised document has necessary local and national approvals by March 31 st 2021.	
	Delivery				
10	Embed cross organisational Collaboration Teams to improve the effectiveness of major programme delivery	Deputy Chief Executive	Mar 21	Initial work to progress formalised cross team working was paused due to multiple lockdowns. This work will be considered as part of the Corporate and Business Planning work currently underway, with a view to reintroducing this in 21/22.	
11	Full review of the lifecycle of programme development and delivery to inform continual improvements	Deputy Chief Executive	Mar 21	Work, jointly sponsored by the Deputy Chief Executive and CEX of DMBC (on behalf of SY LA) has commenced to do a full review, leading to a report to Members on systems. A programme manager has been appointed and a report to members is scheduled.	