

04 – 17 April 2016

<p><b>Achieved / delivered</b> (Good news/highlights)</p>	<p><b>Risks / issues</b> (Including mitigation)</p>	<p><b>Forward look</b> (Activity over the period, update on whether on track in the immediate/long term and status of significant milestones)</p>
<p><b>Schemes and Representations</b></p>		
<p>Review teams conducted detailed walk-through first draft schemes with senior management team (SMT) on:</p> <ul style="list-style-type: none"> <li>• Eastern</li> <li>• Yorkshire &amp; the Humber</li> <li>• South East</li> <li>• South West</li> <li>• West Midlands</li> <li>• North West</li> <li>• North East</li> <li>• London</li> </ul>	<ul style="list-style-type: none"> <li>• Review team staff departures may slow progress (see Resources below)</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed walk-through with senior staff of East Midlands region initial draft schemes.</li> <li>• Further refinement of all region drafts in light of discussion with senior staff.</li> <li>• Thorough walk-through of proposals with SMT prior to briefing commissioners.</li> </ul>
<p><b>Communications and Stakeholder Management</b></p>		
<ul style="list-style-type: none"> <li>• BBC Radio interviewing Review staff for future programming</li> <li>• Meeting with CO Comms professionals to discuss Comms strategy for future consultation.</li> <li>• Meeting with Civil Service ‘in-house’ design agency to explore design options for published material</li> </ul>	<ul style="list-style-type: none"> <li>• Must stay in control of the message – risk of bad impression given/reputation damaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine Comms strategy approach for consultation.</li> <li>• Secure quotations for design work on published material.</li> </ul>
<p><b>Human and Corporate Resource</b></p>		
<ul style="list-style-type: none"> <li>• Head of Reviews starting 23 May</li> <li>• Vacancies for Assistant Commissioner posts publicly advertised throughout period.</li> <li>• All staff end-year performance management assessments completed and moderated in line with CO HR policies.</li> <li>• New CO HR Business Partner appointed for Constitution Group (including BCE).</li> <li>• Award of contract for Online Portal delivery to Informed Solutions. Initial start-up meeting conducted with them.</li> </ul>	<ul style="list-style-type: none"> <li>• Issue – 1x Review Officer (SE region) has secured a post elsewhere (on promotion): Leaving end April. Mitigating action is close working of Review Manager with HR Business Partner to fill the vacancy asap.</li> </ul>	<ul style="list-style-type: none"> <li>• Closure of vacancy advertising period for AC recruitment and sift conducted.</li> <li>• Forward objectives for new performance year agreed with all BCE staff, in line with CO HR policies.</li> <li>• Active recruitment to Review Officer vacancy.</li> <li>• Commencement of substantive design and development work for Online Portal.</li> </ul>