

Unique ref	Recommendation number	Recommendation	Definition	Action	Owner	Responsibility	Delivery resource	Timeframes	Status
CPC001	Recommendation 1	Align finance and workforce to deliver the agreed political priorities including a review of organisational structure.	A single narrative needs developing and communicating so that everyone is clear what the priorities are, how they are being delivered and what the timescales are for this. The council needs to ensure its officer structure enables delivery of the political priorities, that officer capacity is directed to the priority areas and the finances are aligned	A restructure of Senior Leadership Team to be launched for consultation in October 2024	Michelle Sacks	Cllr Conboy	HR resources	Underway - Preparation work commenced. Aim to complete before end of 2024 if possible.	Green
CPC002	Recommendation 2	Strengthen the internal approach to engagement which ensures the voice of residents/service users are at the heart of decision making.	Building on the good practice shown in consulting on Huntingdonshire Futures, develop different engagement mechanisms to gain the views of residents/service users on their experience of the council and how these can be responded to.	Policy decision about whether Comms is accountable for engagement across the organisation to be agreed	Michael Hann	Cllr Ferguson	Michael Hann	Underway - scoping and options appraisal live	Green
CPC003	Recommendation 2			Community health and wealth building - resident workshops to co-deliver a strategy. This is the start of the live engagement opportunities available to our residents	Michael Hann/ Oliver Morley	Cllr Ferguson	Michael Hann	Underway - some workshops already held as part of development of strategy (adopted September).	Green
CPC004	Recommendation 2			Options paper created for different engagement events and approval from Informal Cabinet once completed. Depending on the option chosen there will be a likely budget identified but there will be a need for BAU coordinator resource to facilities and advice on service specific engagement activities	Michael Hann	Cllr Ferguson	TBC - Resourcing to be considered as part of options appraisal	Underway - scoping and options appraisal live	Green
CPC005	Recommendation 2			Network of Communications Champions established within HDC to share learning and key campaigns, in order to provide coordinated comms and key messaging	Michael Hann	Cllr Ferguson	Communications Team	Underway - Quarterly meetings	Green
CPC006	Recommendation 2			Creation of a corporate consultation schedule to a managed approach to consultation. This will include corporate consultations eg; on budget setting as well as service specific consultations eg: Local Plan	Michael Hann	Cllr Ferguson	TBC - Resourcing to be considered as part of options appraisal	Underway - continually reviewed, will be picked up alongside service planning	Green
CPC007	Recommendation 3	Develop a resourced Communications and Engagement Strategy which defines the HDC brand and strategic narrative.	Promote the services the council delivers. Don't undersell the impact being made in the community by leisure, parks and open spaces and operational services. Ensure everyone knows these are delivered by HDC. Be clear about who leads external communications to prevent confusion of messages and brands.	Communications strategy for the year ahead being refreshed and being approved by Informal Cabinet	Michael Hann	Cllr Ferguson	Commissioned out to a third party (LGA)	Underway - partially complete - LGA engagement undertaken. Early draft completed.	Green
CPC008	Recommendation 3			LGA commissioned to create the HDC narrative and develop a comms and engagement strategy to deliver individual campaigns. Within the campaign plans will be a resource and budget profile	Michael Hann	Cllr Ferguson	Michael Hann	Underway - Partially complete. Narrative complete. Roll out and use commencing during September 2024	Green
CPC009	Recommendation 4	Review the planning service to ensure that within the planning policy framework the council's priorities are being delivered, for example climate, environment and inclusive growth.	Create understanding across all council services that there needs to be a holistic approach to deliver the councils growth and development ambitions. The planning service is a major contributor to fulfilling the longer-term outcomes of the council, but the results will benefit and impact on the whole council and it is important the service is appropriately positioned and supported to deliver these ambitions	Undertake a Peer review challenge on the Planning department through engagement with the LGA to agree timeframes. The review will then provide recommendations and an action plan to take into 25/26	Mike Gilderleeves	Cllr Sanderson	Peer Review resource identified to support LGA/PAS work. Budget bid for implementation resource for associated action plan delivery, and ongoing planning enhancements/improvements	Underway - Peer Review planned for November 2024. Pushed back due to availability of LGA support and clashes with conference season.	Green
CPC010	Recommendation 4			Local Plan consultation on issues and options. Activities and findings to be presented SLT, Management team, Strategic Board, Members	Mike Gilderleeves	Cllr Sanderson	Clara Kerr	Underway - Issues and Options consultation live from 18th September.	Green
CPC011	Recommendation 4			Cultural issue to take a holistic view - want to have monthly briefings on topics for Informal Cabinet and Management team about what's going on and why it's important.	Mike Gilderleeves	Cllr Sanderson	Clara Kerr	TBC - Some activity undertaken, but will be reviewed following Peer Review. Also linked to Monthly Member briefings to be rolled out from November.	Amber
CPC012	Recommendation 4			Delivery board, Strategic Board and lessons learnt at both the tactical project level and the sponsor level to inform future HDC delivery of significant change programmes requiring planning	Mike Gilderleeves	Cllr Sanderson	Mike Gilderleeves	Underway - part of continual improvement	Green
CPC013	Recommendation 4			Facilitation of the continuous improvement journey - that as an organisation we need the peer reviews over a number of different services and not just planning	Mike Gilderleeves	Cllr Sanderson	TBC - Linked to main peer review, additional resources available subject to identification of need and business case.	TBC - Some activity undertaken, but will be reviewed following Peer Review.	Amber
CPC014	Recommendation 5	Deliver the imminent Workforce Strategy at pace - including addressing staff concerns.	The extensive consultation on the new strategy has raised awareness and staff have high expectations of what it will deliver. Ensure the strategy addresses the inconsistency in policy and practice and brings services together to support a one council approach, where best practice is shared across services and fairness and equity is at its core.	Action plan to be prioritised and then presented at SLT, Informal Cabinet and then Employment Committee for approval. Will include a scheduled plan to show prioritised actions, timeframes and resources. Employment committee - will be monitoring the WFS action plan alongside established KPIs eg: sickness, staff turnover.	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - To be completed by end of October	Green

CPC015	Recommendation 5			Impacts to performance and absence likely to occur in team and services with the introduction of robust implementation of policies and practices - needs to be considered against the KPIs to give context.	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - Quarterly updates through Workforce Report to Employment Committee and SLT. Regular raising of issues to SLT and Managers.	Green
CPC016	Recommendation 5			Employee value proposition to be developed, which will feed into the corporate narrative	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - scoping and options appraisal live.	Green
CPC017	Recommendation 5			Staff pay review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - scoping and options appraisal live.	Green
CPC018	Recommendation 5			Well being for staff review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - Employee Assistance Programme contract due to end in October. New provider to be sought, 4 week process.	Green
CPC019	Recommendation 5			Policy and practice review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - BAU and not a specific task. Continual review and improvement.	Green
CPC020	Recommendation 6	Continue to strengthen the council's approach to governance, compliance and risk.	To support the council's improved governance approach: Review the council's constitution	Establish a Constitution Review Working Group - constitutional review, supported by Association of Democratic Services Officers (ADSO) for 6 meetings. An opportunity for Members say what they are concerned with and work up proposal to address. Paper will go to Governance committee and then full council for approval	Tom Lewis	Cllr Harvey	Lisa Jablonska (co-ordinator) supported by ADSO	Underway - working group has been set up and has met twice - key areas of focus identified. Potential of 12mth project.	Green
CPC021	Recommendation 6		Provide additional capacity for MO and DMO roles	Recruitment for MO and DMO roles to ensure dedicated resource for each individual council in the shared services partnership.	Tom Lewis	Cllr Harvey	HR resources	TBC - To follow completion of SLT restructure as per action against recommendation 1	Amber
CPC022	Recommendation 6		Ensure sufficient investment and resource for member development	Full programme of member training to identify concerns of Peer review and from Members. Certain number of session already delivered to the Cabinet, about how officers and Members work together. Ways of working can be optimised with LGA training	Tom Lewis	Cllr Harvey	Lisa Jablonska (co-ordinator)	Underway - Some additional training already provided (eg Scrutiny), some already planned in (eg finance). Member Development Working Group meeting in September to consider future training.	Green
CPC023	Recommendation 7	Support and develop a member led scrutiny work programme and prioritise areas where they can add value and help mitigate risk – SLT support.	Ensure there is adequate time between Overview and Scrutiny Committees and Cabinet for members to add value to the process. Support them to shape agendas and work plans and contribute to policy development.	Agendas changed for the meeting - chairs briefing also includes the future plan for meetings In September update on priority one to partnership O&S panel (quarterly) - OM	Oliver Morley Mike Gildersteves	Cllr Harvey	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - processes and approach to briefings has changed. Training has been provided. Will further review once feedback from self-scrutiny exercise complete	Green
CPC024	Recommendation 7			Centre for Governance & Scrutiny to come in and do a review - to help understand best practice and steps we can undertake to improve our scrutiny panels	Oliver Morley Mike Gildersteves	Cllr Harvey	TBC - additional resources to be available subject to assessment of need and case for change.	Paused pending feedback from Scrutiny training by EELGA. May not be needed. Discussion with Chairs to take place following self-scrutiny exercise.	Amber
CPC025	Recommendation 8	Define and communicate your approach to transformation/continuous improvement.	Put in place the cross-cutting foundations (technology, workforce, structures, culture, communications) to prepare the organisation for holistic service transformation rather than reinforcing some silos and risk services continuing their own custom and practice.	Combine the outputs from the ADP process with the 3 cross-cutting service reviews; customer, leisure, planning - with appropriate governance in place (through Delivery Board)	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - To be reviewed during October as part of consideration of budget setting and service planning. Service plans have been coordinated in to a single plan. New transformation director has started also.	Green
CPC026	Recommendation 8			Play back to SLT the update from the continuous improvement/transformation plan to confirm strategic activities and prioritisation	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - To be reviewed during October as part of consideration of budget setting and service planning. Service plans have been coordinated in to a single plan. New transformation director has started also.	Green
CPC027	Recommendation 8			Improvements to data will be managed on a risk-based approach in order to manage workloads and impacts across the organisation	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - Staffing in performance and projects teams (data analysis) has been subject to change due to staff turnover. Linkages to 3CICT work. New Transformation director has involvement in this area and will shape future approach.	Amber
Additional comments and actionable activities									

