Appendix B - Transformation Plan 22-25; Inspiring Improvement - Guidance

Please use the below guidance which defines the column titles set out within the Transformation Plan 2022 –25; Inspiring Improvement.

Benefit Theme- This details the benefit theme (endorsed at Executive 23rd December 2021) for the named project. The Themes, Definition and Examples below:

Benefit Theme	Definition	Example
Income Optimisation	Maximising opportunities to deliver new or increased income	• Trading existing skills & resources • Revising Fees & Charges
Rationalisation	Reducing and/removing multiple entities / processes	• Corporate asset reduction • Streamline processes
Service Improvement / Design	Innovating and reimagining service delivery for the benefit of the customer	• Digitalisation of process • Community Hubs
Service Structures	Ensuring the right resource, skill set, and tools are operating with the desired culture	• Centres of excellence • Implementation of the 'How we Work Strategy'
Disaggregation	Splitting former county council services as per the task and finish timeline (*see Appendix C*)	• IT, Digital & Technology • Public Health • Highways & Transport

Directorate- The Directorate the associated project falls under/ overseeing the project as Senior responsible officer (SRO)

Reference- unique reference number for the project

Project proposal / Project Grouping- brief project title

Project Description- further information and detail on what the project is

Corporate Plan Commitments- links the project to the relevant wider council corporate Key Commitments as set out within the Councils Corporate Plan. Projects are indicated where they align to more than one Key Commitment. (Key Commitments)

2022/23, 2023/24, 2024/25- the years in which activity / project will commence. There are two stages, not all projects have both stages broken down as they are anticipated to complete both stages within the same financial year

- *Discovery / Design;* provides time for the larger projects to complete robust discovery into options available and how the area can be redesigned.
- *Deliver;* is the year in which the project will be delivered. (There will still be discovery and design completed within the same year as delivery).

Priority Category 22/23: (In Budget Saving, Political, Critical Business Need, Disaggregation) - prioritises the many projects the service areas have identified within four operational categories;

- *In Budgets Savings*- Built into the MTFP (Medium Term Financial Plan) 2022/23 and requires the support of transformation resources
- *Critical Business Need*- Build the strong foundations and maintain services
- *Disaggregation*- Splitting of hosted (North and West Northamptonshire Council) services which have already have an approved plan to deliver
- *Political*- Recognised Member focus

Efficiency Indicator- to note the anticipated financial impact associated with the project

- *22/23 Savings noted in MTFP* (known and set out within budget plans)
- *Cost increase* (with significant customer benefits anticipated)
- *Cost neutral*
- *Invest to save* (investment could be financial or existing resources and the expectation would be these would feature in future MTFP reporting from 23/24 onwards)
- *Income Generation* (anticipated to increase income into the council)

Benefits- description of the high-level benefits, financial and non-financial, the project will deliver

Colour coding-

Coloured per Directorate = Transformation resources have been allocated within the 3 year plan according to the years. Coloured projects for future years will form the 'Transformation pipeline'.

White/ no fill = has not be assigned a priority category or Transformation resource, however is a recognised project which will form the 'Transformation pipeline'