

## Royal Borough of Windsor & Maidenhead and Achieving for Children Action Plan

CIPFA REC	ACTION	PROGRESS	STATUS
1	Review RBWM finance capacity and skills in order to ensure that there is effective management and oversight of the AfC contract.	A review of the capacity and skills in the borough's finance team has been undertaken and a new structure is in development to be implemented by September 2021.	In progress
2	Review RBWM strategic commissioning capacity and skills to ensure that there is effective management and oversight of the AfC contract.	A new post for the Strategic Commissioning and Procurement function for the council has been approved and budget agreed at Cabinet in February 2021. This new post and resulting structure will provide more resilience and capacity across the team as a whole. The new structure will be implemented by September 2021.	In progress
1 & 2	Review the RBWM attendance on the AfC Board of Directors to ensure attendees have the relevant skills.	A review of the board of directors, including a skills analysis as a whole, has been completed including the attendees for the Royal Borough. A recruitment process has been completed for the two vacant non-executive independent directors and the positions have been appointed to.	Complete
3	RBWM and AfC to work together to gain a shared understanding of the costs of children's services	<p>Monthly meetings are held between the Chief Operating Officer of Achieving for Children and Chief Executive and S. 151 Officer for the Royal Borough. The Royal Borough's Head of Finance attends the monthly commissioning meeting where the financial position is reported.</p> <p>The Medium-Term Financial Plan was produced by Achieving for Children and was approved by Cabinet as part of the reserved matters.</p> <p>Work was undertaken as part of the budget setting process to gain a shared understanding of the costs of children's services between the Royal Borough and Achieving for Children and the Cabinet Member for Finance was briefed.</p>	Complete
4	RBWM and AfC to agree the contents and frequency of a data pack (management information including finance) for the RBWM Commissioning Meeting and the borough's Chief Executive	The draft monthly data pack was presented to the Royal Borough's Commissioning Board in May 2021. The revised data pack will include management information including the costs of care for children and also monthly budget monitoring and progress on achieving savings, and will go live before September 2021.	In progress

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<b>4</b>	Future demand for children's services to be mapped and a strategy agreed between AfC and RBWM to manage and meet future demand.	The Medium Term Financial Plan for Achieving for Children has been approved by the Cabinet and a Sufficiency Strategy to enable Achieving for Children to meet the cost of care for children has been produced and agreed by the Royal Borough's Commissioning Board; the strategy will be presented to Cabinet for final approval in June 2021. The procurement and commissioning function within Achieving for Children has been strengthened with the addition of specialist posts to deliver the Sufficiency Strategy.	Complete
<b>5</b>	RBWM and AfC to agree the costs of children's services including future demand and agree a strategy for 2021 - 2025 to manage the financial consequences of demand.	As described above, the MTFP has been approved by Cabinet and the Sufficiency Strategy will be presented to Cabinet in June 2021. Following approval of the Sufficiency Strategy, Achieving for Children will undertake options appraisals and business cases in order to deliver the strategy which will be presented to the Commissioning Board. Any financial consequences of those actions will follow the usual process for financial approval.	Complete
<b>6</b>	Strategy for managing financial consequences of future demand to be appended to AfC business plan 2020-2024.	The business plan for Achieving for Children and the MTFP have been approved by Cabinet.	Complete
<b>7</b>	AfC to produce a briefing paper describing breakdown of contract price including central costs, management overheads and support services.	This was produced as part of developing the MTFP and presented to the Cabinet Member for Finance.	Complete
<b>7 &amp; 8</b>	AfC and RBWM to agree the type and level of support services required.	The Service Level Agreement for Human Resources between the Royal Borough and Achieving For Children has been agreed for 20/21. The Service Level Agreement for IT is being developed and will be agreed before September 2021.	In progress
<b>9</b>	RBWM to agree with Kingston and Richmond a strategic direction for AfC.	The Business Plan for Achieving for Children was agreed by the Ownership Board and was presented to Cabinet. A Business Development Strategy for the company was appended to the Business Plan.	Complete