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Date: 31 October 2008

**Dear Chief Executive/ Chief Fire Officer**

**RE: Our Basic Offer and First Menu of Support from Improvement East**

As you will be aware, Improvement East has been developing its programme of support since its inception in April 2008.

I am pleased to advise you that we are now able to confirm our Basic Offer and that we will also be offering a series of Menus of Support to all authorities in the East of England. The Basic Offer is attached as are details of the first Menu which is now available for you to access.

This is in addition to the more specialist programmes that are already available and those further ones being developed. These programmes are, for example substantial investment and support to work programmes in Adult and Children's Services, Use of Resources and Equalities.

### **The Basic Offer**

The Basic Offer explains the basic level of support that all authorities can access from Improvement East. In essence this comprises:

- Support to individual authorities that are performing poorly and have specific performance issues
- Support to Local Strategic Partnerships that are performing poorly and have specific performance issues
- Support to specific service areas that are performing poorly and have specific performance issues
- Providing a Chief Executive mentor to any authority who wishes to have this support
- Commissioning projects and initiatives from the sector that will add value and make a difference
- Providing funding and Menus of Support that all authorities can access

Chairman RIEP: Cllr Richard Stay, Chair EAG: Andrea Hill, Director: Cecilia Tredget

## The Winter 2008 Menu of Support

These Menus are intended to support authorities in a generic and all-encompassing way to aid your authority's improvement and efficiency journey. Your authority can select items from the current Menu of Support that suit your needs. If you do not wish to take up any Menu items, there is no compulsion to do so.

A financial allocation of £7000 has been made for each authority in the East of England for the Winter 2008 Menu of Support. You are able to utilise this funding to fund, or part-fund, any items on the Winter Menu up to this maximum allocation.

Please see:

- Below for a Summary of the Menu
- Table WMS08 for Menu items, providers, contact details and costs
- Form WMS08 for procedural requirements and Terms and Conditions

You will need to complete Form WMS08 detailing which Menu items you wish to take up and the cost that you will be seeking reimbursement for and return this form to Improvement East by 24<sup>th</sup> December 2008.

You will need to have taken up your selected Menu items by 31<sup>st</sup> December 2009 and claim your re-imbusement by 31<sup>st</sup> March 2010.

I hope you will find the selection of Menu items useful to address the needs of your authority.

If you have any queries and/or suggestions for future Menu items, please contact Jane Sullivan by telephone on 07920 257968 or by email: [jane.sullivan@eera.gov.uk](mailto:jane.sullivan@eera.gov.uk).

I would encourage you to circulate this letter and attachments widely within your authority to ensure that your Members and officers can take full advantage of the offers now available.

Yours faithfully



Cecilia Tredget  
Director

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## **Improvement East Winter Menu of Support 2008**



### **Authority-wide**

Peer Review

### **Members**

Councillor Mentoring Programme  
Leadership Academy Programmes  
Personal Development Planning and Training Needs Analysis  
Ward Walks / Division drives  
Member Development Modules

### **Members & Officers**

Presentation Skills Course  
Public Speaking Course  
Speed Reading Course

### **Officers**

National Graduate Programme  
Future Leadership Programme  
Training on MIETOOL  
Project Management Course  
Leading Change Management Course  
Surviving Change Course  
Officer Support for Members Course  
Managing Attendance and Performance Issues Course  
Absence Management Course

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