

Shadow Dorset Council

Committee: Shadow Overview and Scrutiny Committee
Date: Thursday, 7 March 2019
Time: 6.30 pm
Venue: Committee Rooms A/B, South Walks House,
South Walks Road, Dorchester, DT1 1EE

Membership:

T Jones (Chairman), C Brooks (Vice-Chair), S Bartlett, K Brookes, R Bryan, M Byatt, S Christopher, C Finch, S Gibson, B Goringe, N Lacey-Clarke, R Nowak, J Sewell, J Somper, J Tanner and M Wiggins

Chief Executive (Designate) for the Dorset Council: Matt Prosser

For more information about this agenda please telephone Democratic Services on 01305 252209 or email lwatson@dorset.gov.uk

For more information about the scrutiny items please telephone Lee Ellis (Scrutiny Officer) 01202 795251 or email lellis@christchurchandeastdorset.gov.uk

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A G E N D A

Page No.

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

3 MINUTES

5 - 12

To confirm and sign the minutes of the previous meeting held on 4 February 2019.

4 PUBLIC PARTICIPATION

To receive any public questions or statements on the business of the Shadow Overview and Scrutiny Committee in accordance with the procedure rules as set out in the Shadow Dorset Council Constitution.

5 SHADOW DORSET COUNCIL ICT WORKSTREAM

13 - 20

To receive an overview of progress with the Shadow Dorset Council ICT Workstream.

6 DORSET COUNCIL INTERIM INTRANET

21 - 26

To receive a report on the Dorset Council interim Intranet.

7 PROGRAMME HIGHLIGHT REPORT

To review the latest Programme Highlight Report to be considered by the Shadow Executive Committee on 11 March 2019.

The report will be published within the agenda for the Shadow Executive Committee for the meeting on 11 March 2019 and will be available to be viewed using the link below when the Shadow Executive Committee agenda has been published:

<http://shadowcouncil.dorset.gov.uk/ieListDocuments.aspx?CId=136&MId=131&Ver=4>

A copy of the report will be added to this agenda as a supplement when it is published with the Shadow Executive Committee agenda.

8 URGENT ITEMS

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be specified in the minutes.

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Shadow Dorset Council

SHADOW OVERVIEW AND SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 4 FEBRUARY 2019

Present: Cllrs S Bartlett, K Brookes, R Bryan, S Christopher, C Finch, S Gibson, B Goringe, N Lacey-Clarke, J Sewell and J Tanner

Apologies: Cllrs T Jones, C Brooks, M Byatt, R Nowak, J Somper and M Wiggins

Also present: Cllr P Batstone, Cllr S Butler, Cllr K Garcia, Cllr R Knox and Cllr M Penfold

Officers present (for all or part of the meeting):

Keith Cheesman (LGR Programme Director), Tom Cornwall (Communications Lead), Jennifer Lewis (Communications), Jonathan Mair (Corporate Director - Legal & Democratic Service Monitoring Officer, Designate), Fiona Napier (Communications and Engagement Manager), Mary Taylor (Senior Manager, Safeguarding and Standards (DCC)), Lee Ellis (Scrutiny Officer), Mark Taylor (Group Manager - Governance and Assurance) and Lindsey Watson (Senior Democratic Services Officer)

ELECTION OF CHAIRMAN FOR THE MEETING

In the absence of the Chairman and Vice-chairman of the committee it was proposed by N Lacey-Clarke, seconded by S Sewell

Decision

That J Tanner be appointed as Chairman for this one meeting of the committee.

82. Declarations of Interest

There were no declarations of interest.

83. Minutes

Members received the minutes of the meetings held on 3 January, 8 January and 21 January 2019.

3 January 2019 – A point was noted that the decision taken in respect of transfer of services and assets, had not been unanimous but had been a majority vote. Subject to this point being noted it was proposed by N Lacey-Clarke seconded by S Sewell that the minutes of the meeting of the 3 January 2019 were agreed as a correct record and signed by the Chairman.

8 January 2019 – Reference was made to the Key Lines of Enquiry (KLOE) that had been produced for the item on Readiness of critical/key services. A point was raised that these had not been circulated to members in advance of

the meeting and that this had created difficulties in scrutinising the item at the meeting. Members asked that KLOEs were circulated to members in advance of the meeting in future. The Chairman asked members of the committee to contact the Scrutiny Officer with regard to the formulation of KLOEs for future meetings. Subject to this point being noted, the minutes of the meeting of the 8 January 2019 were agreed as a correct record and signed by the Chairman.

21 January 2018 – It was proposed by R Bryan seconded by B Goringe, that the minutes of the meeting of the 21 January 2019 were agreed as a correct record and signed by the Chairman.

84. Public participation

There were no representations from members of the public.

85. New Safeguarding Children Partnership Arrangements

The committee considered a report with regard to new Safeguarding Children Partnership Arrangements. The report noted that significant changes had been made to multi-agency working as part of the Children and Social Work Act 2017. The Act abolished Local Safeguarding Children Boards and created new duties and a system of collective accountability for Clinical Commissioning Groups, local authorities and police to make arrangements locally to safeguard and promote the welfare of children in their area. Senior Leaders from the relevant authorities had overseen and engaged in an option appraisal to consider potential models and the outcome of this was that a Pan Dorset Safeguarding Children Partnership would provide the most effective mechanism for addressing current and emerging safeguarding children challenges.

A report was to be considered by the Shadow Executive Committee on 11 March 2019 to formally approve the proposal and the Shadow Overview and Scrutiny Committee was invited to consider the proposals and support the recommendations to be presented to the Shadow Executive Committee.

Members considered the issues arising from the report and during discussion the following points were raised:

- Members noted the list of relevant agencies identified within the document and a question raised as to whether this should include people who had gone through the care system? It was noted that engagement with service users was in the plan, however this point would be reported back to senior leaders
- It was noted that children were sometimes looked after in police custody when there was no other safe place for them to be placed. A point was noted that responsibilities in this area needed to be reviewed. In response to these points, members noted that work had been completed and a protocol was in place
- In respect of child death reviews, new legislation and guidance had increased the number of deaths that each panel had to review in a

year. Discussions were currently being held with Somerset to establish cross border working opportunities

- A discussion was held in respect of the training function in this area and it was noted that it wasn't anticipated that extra funding would be required for this
- Reference was made to funding from Dorset Police for the partnership and it was noted that the police had been part of the discussion that had agreed the arrangements. A request was made for this point to be taken back to senior leaders as there may be a risk to funding moving forward
- Lead members would be involved in the safeguarding partnership arrangements. Scrutiny of the arrangements would be undertaken through each bodies' scrutiny arrangements. Scrutiny arrangements for the Dorset Council had been considered by the Governance Working Group. One of the scrutiny committees in the Dorset Council would provide focus in this area in addition to focus through the lead member
- Ensuring and increasing the involvement and input of children and families was currently being looked at and arrangements in other areas who were early adopters of the new arrangements, were being reviewed
- A point was raised with regard to the promotion of mental health, early identification and intervention to address mental illness in children and young people. Although this was recognised as an important issue, it was outside of the scope of the report being considered
- A request was made for kinship carers to be included in engagement as well as foster carers
- Issues around dispute resolution had been considered during the consultation period but had not been included within the document. This issue would be reviewed as the partnership was formed and started to work together and a policy formed as to how disputes were resolved
- The safeguarding plan sought to establish an effective working relationship between the agencies. The responsibilities of the different agencies under relevant Acts were unchanged by the production of the plan
- A point was raised with regard to liaison with agencies in other areas of the country where this was required and again it was noted that the day to day workings in this area remained unchanged. The document set out how the agencies would work together
- The partnership arrangement set out the responsibilities of agencies and provided a facility for the agencies to look together at particular areas and see where lessons could be learnt. There may be a role for the Dorset Council People Overview and Scrutiny Committee to undertake a review once the new arrangements had been in place for a period of time
- A recent review had shown that further work was required in particular areas such as county lines and child exploitation and a

joint agency action plan had been put together to address these issues

- Reference was made to the developing vision and priorities set out in the plan. The aim of the partnership was to provide an overview of what each agency was doing in order to meet need and where there was a need to collaborate in order to make improvements.

It was proposed by N Lacey-Clarke seconded by J Sewell

Recommendation to the Shadow Executive Committee

1. The Shadow Executive Committee is requested to approve the Pan Dorset Safeguarding Children Partnership Plan
2. The Shadow Executive Committee is requested to provide delegated authority to the Executive Director – People (Children) for the plan to receive independent scrutiny ahead of submission to the Secretary of State for Education by 29 June 2019.

86. Communications

The committee received a presentation with regard to current communications in the Shadow Dorset Council and future communications in the Dorset Council. The presentation covered:

- Programme communications
- Communications timeline
- Different audiences including those directly affected (employees and elected members), those with a close interest in the programme e.g. town and parish councils, stakeholders e.g. business community, media and the wider community
- Dorset Council preparations including branding and various communication channels and the Dorset Council communication campaign

Members considered the issues arising from the presentation and during discussion the following points were raised:

- In response to a question, members were informed that it was hoped to use existing pages on sites such as Twitter and Facebook with renaming and branding to be undertaken. Work was ongoing and there were some current issues that needed to be resolved. Information on the updated pages would be provided at the appropriate time
- A point was made that it was felt that there had not been enough communication with town and parish councils. A comment was also made with regard to the Communications Task and Finish Group which had been suspended
- In response, the Leader of the Shadow Council, Councillor R Knox, noted that there had been an ongoing Communications and Engagement Workstream which included members from all 6

councils. A lot of effort had been put in to ensure engagement with various audiences including town and parish councils. Communications had been undertaken with the Dorset Association of Town and Parish Councils (DAPTC) with the Leader and Chief Executive of the Shadow Council attending meetings, regular contact with the Chief Executive and Chairman of the DAPTC and the production of a regular newsletter. There was also a responsibility on councillors to ensure effective two way communications with town and parish councils in their area. The availability of information on social media was also recognised and an example provided of useful information provided in the recent period of snow

- A comment was made that some parish councils in the east of the area did not feel that they had been engaged with and that this had been raised at a DAPTC meeting
- A comment was made that councillors had a duty to engage with town and parish councils in their area in addition to the work being undertaken by the DAPTC. Examples were provided of parish councils and areas where it was felt that information was being disseminated and where people felt well informed
- A comment was made as to whether there was a feeling that some parish councils felt that they were not sufficiently involved or part of the decision making process in the programme as opposed to not receiving communications?
- In response to a question, it was confirmed that communications were being undertaken through local media. In respect of BBC Radio Solent, work was being undertaken in respect of editorial in this area
- Information provided to councillors from the Shaping Dorset Council Programme Team could be disseminated out by councillors. The point was noted that Dorset County Councillors may receive confidential information which could not be passed on
- A question was raised as to whether parish councils who were not members of the DAPTC would receive relevant information? It was hoped that these councils would be receiving information from some source
- Future communications in respect of the Dorset Council would be for the council to determine. A comment was made that arrangements in the Shadow Council were good
- A question was raised with regard to the Intranet for the Dorset Council and it was noted that interim arrangements would be put in place until this would be available from October. A request was made for this issue to be looked at by the committee at their next meeting and for this to include information on IT linked to this issue
- The March meeting of the committee would also include discussion on the consultation on transition arrangements
- A copy of the presentation would be circulated to members.

87. **Programme Highlight Report**

The committee considered the latest Programme Highlight Report which was to be considered by the Shadow Executive Committee on 11 February 2019. The report provided an update on progress since the January meeting of the Shadow Executive Committee. Key achievements in the last period were set out in paragraph 1.2 of the report.

A comment was made with regard to the need to ensure a smooth transition for IT in terms of members being able to access information and programmes from the previous sovereign councils in addition to all the information for the new Dorset Council. The Corporate Director Legal and Democratic (Designate) would take this point back to IT colleagues.

In response to a question with regard to the mitigation of risks, the Programme Director noted that there was an active risk register which was reviewed on a regular basis. An example of work being undertaken in respect of risks associated with data disaggregation was provided.

A request was made for outcome information to be included in the report with regard to actions that had been marked as complete.

In response to a question, the Programme Director explained that services on day 1 would not be very different to how they currently looked, with the emphasis being on ensuring services continued to be delivered safely and legally. Transformation work would be commenced within phase 3 to follow the elections to the Dorset Council.

88. **Shadow Overview and Scrutiny Committee Work Programme**

The Scrutiny Officer noted the following items for the next meeting of the committee:

- Consultation on transition arrangements
- Intranet
- IT and bringing systems together
- Programme Highlight Report

The Scrutiny Officer would contact all members of the committee with regard to the items for the next meeting and to request input into the Key Lines of Enquiry for the items. Information of Key Lines of Enquiry submitted would be provided to committee members.

89. **Urgent items**

There were no urgent items.

Duration of meeting: 9.30 - 11.50 am

Chairman

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Shadow Dorset Council

Date of Meeting	Shadow Overview and Scrutiny Committee - 7 March 2019
Lead Member	Cllr Simon Tong
Officer	Sue Joyce, Workstream Sponsor
Subject of Report	Shadow Dorset Council ICT Workstream
Executive Summary	<p>On 4 February the Shadow Overview and Scrutiny Committee received the latest Highlight Report for the Shaping Dorset Council Programme.</p> <p>This report provides an update on the ICT workstream and should be read in conjunction with the report on the interim intranet update.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>EqlA screening assessments are being undertaken for all relevant work, and full EqlAs will be carried out if the need to do so is identified by the screening process.</p>
	<p>Use of Evidence:</p> <p>This report is based on evidence from the ICT workstream scope, the project plan, highlight reports and input from ICT lead officers.</p>
	<p>Budget:</p> <p>There are a number of budget implications associated with ICT workstream, which have been shared with the Interim S151 Officer and included in the budget-setting process.</p>
	<p>Risk Assessment:</p> <p>The last highlight report identified the overall level of risk to the ICT workstream as red.</p>

	The latest highlight report identified the overall level of risk to the ICT workstream as amber.
	Other Implications: None
Recommendation	That the committee notes progress with the ICT workstream.
Reason for Recommendation	No decisions are required at this time in connection with this report.
Appendices	1. ICT highlight report (22 February 2019)
Background Papers	None
Officer Contact	Name: Karen Perrett Tel: 01305 224283 Email: Karen.Perrett@dorsetcc.gov.uk
Date agreed by Lead Member	26 February 2019

1. Background

- 1.1 The ICT workstream is one of the most technically demanding elements of the LGR Programme, with a broad scope spanning data disaggregation and staff and member ICT provision, and a level of risk that covers both legislative and practical 'day 1' considerations.
- 1.2 The workstream was reporting as red as a result of Social Care data disaggregation and migration issues. Of the nine milestones reported in the last period, six were green, one was amber and two, relating to data migration, were red.
- 1.3 The workstream is currently reporting as amber as a result of the Social Care data disaggregation and migration interim solution being agreed, this solution is in progress and currently reporting as on track. Of the nine milestones reported in this period, eight are green and one is amber (relating to the Social Care data disaggregation, as although on track it is recognised we are working to a tight timeline).

2. Scope

- 2.1 The ICT workstream is broken down into 5 discrete projects to deliver the day 1 requirements, each project has a Technical Lead from one of the current Sovereign Councils, and for the most part each project is being delivered using in-house resource across the Sovereign Councils. The five projects are:
 - 2.1.1 ICT infrastructure that delivers the connectivity and technical capacity required to operate safely and legally.
 - Provide connectivity to enable data and business application sharing on day 1
 - Corporate and public Wifi solution
 - Day one print solution

This project is currently reporting as green.
 - 2.1.2 The required Day 1 applications which are:
 - Local land and property gazetteer and local street gazetteer
 - Elections
 - ModGov
 - Car Parking
 - Cash receipting

This project is currently reporting as green. The convergence of these line of business applications will result in savings of ~£50K in on-going maintenance and support costs for 2019/20.

The majority of services will continue to operate as usual on day 1 using their current line of business applications. ICT will work with service areas to provide the technology and collaboration tools required to support them through transformation.

- 2.1.3 Collaboration tools that will support the new organisation to ensure employees can work together, across sites, systems and networks effectively on day 1.

To ensure the Dorset Council Microsoft environment is delivered by 1st April 2019 it has been necessary to employ a Microsoft Gold Partner to design and deliver the new

environment for Dorset Council. This is being delivered in two stages as outlined below:

Stage 1: Design and deliver the new environment sufficient to the needs of day one so that on day 1:

- One Global address list: A single combined contact list of all users across the existing organisations
- Read access to all calendars: Initially read only and later full access
- One Dorset Council email address @dorsetcouncil.gov.uk
 - Existing outlook systems will continue to be used but will show as a dorsetcouncil.gov.uk address to the user.
 - Login on day one will be the same as day before
- Skype IM facility as a minimum: Instant messaging (chat) and presence

Stage 1 is currently reporting as green.

Stage 2 - build on stage 1 after 1st April to secure Dorset Council operations to provide:

- A Dorset Council consolidated organisation
- A single sign-in to the new organisation
- A seamless user-service
- The technology platform to create the Dorset Council Intranet
- Facility for intranets to be consolidated to a single corporate intranet
- SharePoint and OneDrive consolidation
- the functionality to migrate traditional shared team and personal drives to SharePoint and OneDrive (deliver the digital strategy)

Planning for Stage 2 is currently underway.

2.1.4 Processes and Systems that will support Dorset Council

- a. ICT incident support for all sovereign councils' ICT service desks will remain the same for day 1, using the same contact numbers/other channels as now. Each service desk will continue to support employees and Members of continuing 'legacy' ICT services using their separate (and different) service desk toolsets.
- b. Dorset Council will have a single service desk tool being used across all transitioning ICT teams/functions to support a joined-up approach to managing Dorset Council's new Day 1 ICT services and supporting the convergence of ICT teams and services following Day 1.
- c. After the May Election Dorset Council Members will be provided with a corporately owned, personally enabled device providing assurance that the Members all have a device fit for purpose and allow members the freedom to use the device for wider democratic roles and personal needs.

- d. Provide support, training and induction to balance getting new Members up and running quickly after their election, enabling them to perform their key basic ICT functions, whilst also establishing personalised learning plans and signposting to relevant associated learning support (e-learning, self-help information, training etc) which will over time assist the Member to work increasingly effectively in the new Digital Council.
- e. Consolidate the four existing Microsoft Agreements into a Dorset Council Microsoft Agreement to license the Microsoft products it relies on. Merging into a single agreement will result in ~£92K cost reduction.

This project is currently reporting as green.

2.1.5 Data Disaggregation

To ensure all the data in relevant applications is successfully migrated to BCP with access to support East Dorset transfer on 1st April.

160 applications were identified as potentially needing data migration, after detailed business analysis 70 of these applications were confirmed as needing to have some form of data disaggregation by the 1st April 2019. The majority of these applications are on reporting as on track.

This project is currently reporting as amber as, although there is an agreed Social Care data disaggregation interim solution and is currently on track to deliver, it is acknowledged on both sides that we continue to work to a tight timeline.

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WS5: ICT Workstream - Status update

ICT Member Lead: Councillor Tong
Workstream Sponsor: Sue Joyce
Project Manager: Jon Ashworth

Date: 22nd February 2019

Workstream RAG



Overall Workstream Summary

The ICT workstream work packages are currently reporting as follows: Collaboration, Day 1 Apps, ICT Service Delivery and Infrastructure - Green, Data Disaggregation - Amber. The ICT workstream continues to report as Amber as, although there is an agreed Social Care data disaggregation interim solution which is currently on track to deliver, it is acknowledged on both sides that we are working to tight timescales.

Key Initiative Achievements (This Week)

- Sign off of testing for final plan to address Global Address List synchronisation
- Public Wi-Fi - a template for the new public wi-fi has been developed, awaiting agreement from Districts.
- M365 strategy update meeting (focus on core 365 settings & security)
- ICT asset DR approved
- Mosaic Social Care DR signed off
- Priority review of applications to ensure day 1 critical applications are in hand

Key Initiative Activities (Planned Next Week)

- Day 1 Printing solution - further enhancement and testing of the Guest print solution
- Global Address lists synchronisation complete
- 14 Decision Requests progressing through governance to be complete by 21st February.
- Further 29 Decision Requests drafted and under review before moving through programme governance
- Moving to daily updates on DR and delivery progress in the DD update spreadsheet
- Confirming timeline for remaining Decision Requests through governance
- Complete DRs for CRM, commercial offerings, ICT service continuity & OOH support

Next milestones

Milestone	RAG	Due Date
Data Migration Planning complete	C	6 Feb 19
One Domain Stage 1 implementation complete	G	5 Mar 19
Day 1 Print solution complete	G	1 Apr 19
Skype – IM & Presence complete	G	1 April 19
Incident & Request management approach	G	1 Mar 19
WAN Phase 2 data exchange testing for Day 1 LOB applications complete	G	11 Mar 19
All Day 1 apps live	G	1 Apr 19
Corporate & Public Wi-Fi solution implemented	G	1 Apr 19
Data Migration for Day 1 complete	A	1 Apr 19

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ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
259	Karen Perrett	2 Jan 19	BCP are working with their supplier to migrate Social Care data from DC to BCP. Their supplier is unable to deliver for 1 st April 2019. Interim solution is now required.	DC and BCP will not be safe and legal on 1 st April 2019 as BCP relevant employees will not have access to Christchurch Social Care data	5	3	15	Interim & contingency solutions agreed, interim solution currently on track. Work continues on permanent solution to disaggregate all Christchurch social care data to BCP.	Mark Smitton	28 Feb 19

Top Risk

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Shadow Dorset Council

Date of Meeting	Shadow Overview and Scrutiny Committee - 7 March 2019
Lead Member	Graham Carr-Jones
Officer	Matt Prosser
Subject of Report	Dorset Council Interim Intranet
Executive Summary	<p>On 4 February, the Shadow Overview and Scrutiny Committee received the latest Highlight Report for the Shaping Dorset Council Programme. As part of the Communications workstream update, the following 'medium' risk was identified:</p> <p>"There is a risk that an interim intranet will not be in place on Day 1, causing serious disruption to internal comms channels and staff transactions".</p> <p>The Committee noted that interim arrangements were being put in place until the introduction of a permanent intranet solution in October 2019. A request was made for this matter to be looked at by the committee at their next meeting. This report provides background to the issue, an assessment of progress made so far in resolving it, and next steps.</p> <p>The most important message is that since 4 February there has been good progress with the development of the interim intranet solution. Business requirements are now captured, the software is installed and build is underway. We are on track to demo the solution to the SDC Programme Board on 6 March. The risk that there will not be an intranet in place on Day 1 has now been closed. There remains a low risk that intranet content will be not as complete as would be desirable on Day 1 - more content will of course be added throughout April and beyond.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>An EqIA screening process for the interim intranet has been completed, and if this is agreed by Equalities Officers, no further EqIA will be required.</p>

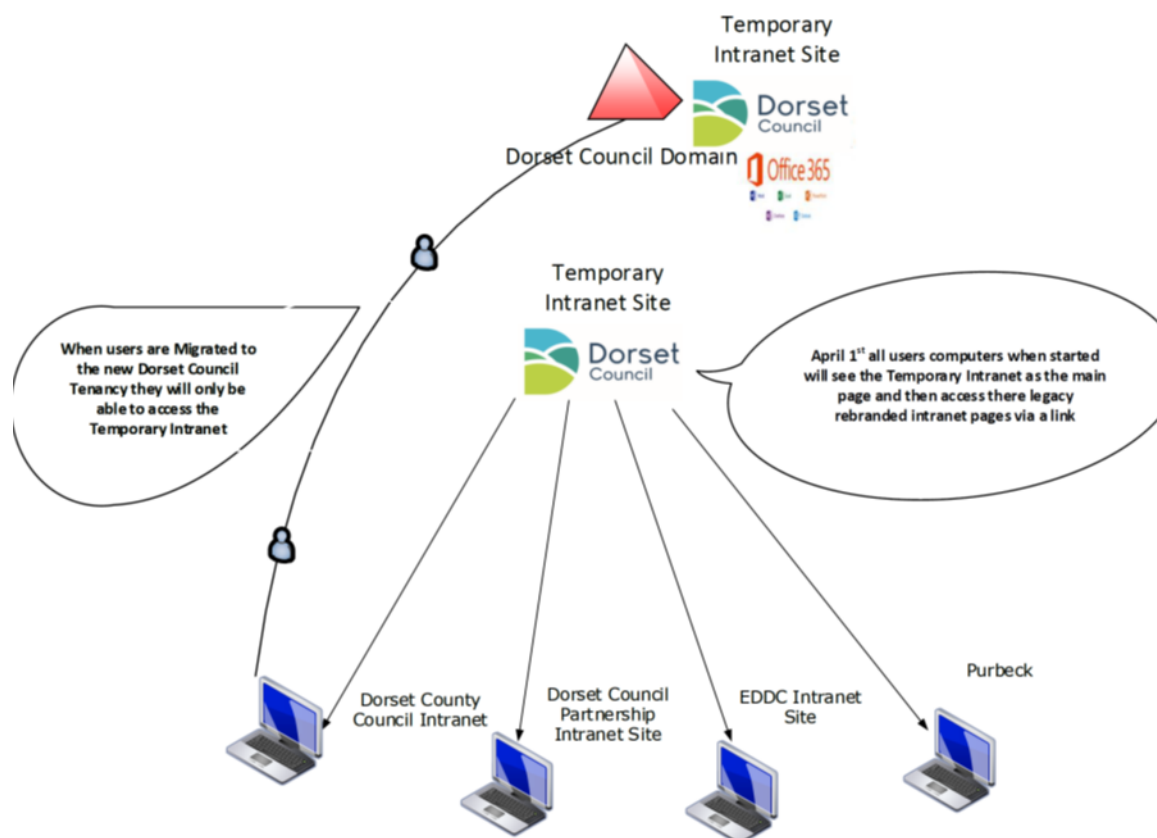
	<p>Use of Evidence:</p> <p>This report is based on evidence from the Interim Intranet Project Outline; the project Implementation Plan; and SDC Programme Highlight Reports.</p> <p>Budget:</p> <p>There are no significant financial implications associated with the identified interim intranet solution. Developmental work is being carried out by existing officers from across the sovereign authorities, and from the Shaping Dorset Council programme. Licenses for the intranet software - WordPress - cost less than £1000 pa.</p> <p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the LGR approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk LOW</p> <p>Other Implications:</p> <p>None</p>
<p>Recommendation</p>	<p>That the committee notes the update on the interim intranet in this report.</p>
<p>Reason for Recommendation</p>	<p>No decisions are required at this time in connection with this report.</p>
<p>Appendices</p>	<p>None</p>
<p>Background Papers</p>	<p>None</p>
<p>Officer Contact</p>	<p>Name: John Alexander Tel: 01305 225096 Email: j.d.alexander@dorsetcc.gov.uk</p>
<p>Date agreed by Lead Member</p>	<p>Cllr. Graham Carr Jones, 25-02-19</p>

1. Background

- 1.1 It is widely recognised that Dorset Council requires an intranet, accessible to all staff and members, to facilitate internal communication and transactions, offer easy access to employee and member information and applications, and allow knowledge sharing.
- 1.2 This needs to be in place by Day 1 (01-04-19). The preferred platform was Microsoft's SharePoint, currently used by 3 of the 4 sovereign councils. However, due to Microsoft licencing limitations around transferring of contractual agreements, the permanent site is unable to go live until after 1 October 2019 once all agreements are in place. Therefore, an interim solution was needed, and given the tight timescales, its identification, development and testing are urgent.
- 1.3 The initial assumption was that the Shaping Dorset Council Intranet site could be used as an interim solution. This site was created on SharePoint for the period leading up to the creation of Dorset Council. It is hosted on the DCC Office 365 environment and is largely accessible to all employees and Elected Members across CED, DCC, NDDC, PDC, WDDC and W&PBC councils. However, some weeks ago it became clear that this access will be lost 90 days after DCC licences are transferred to Dorset Council. This transfer date is scheduled for 1 May 2019 meaning that access to the site would be lost by everyone on 30 July 2019.
- 1.4 It is possible that the 90-day licensing limitation could have been extended with Microsoft, allowing access to the SDC site to be maintained until October. However, even if this were the case, it would not be possible to give access to the DCC Office 365 environment, including the SDC site, to new employees or members from May 1. In addition, it would not be possible to give access to the site via a single log on, and as a result the intranet would not load automatically when staff and members connect to the network - they would have to then log on again, to the intranet. Experience suggests that this additional step is disruptive to communications channels and significantly reduces the coverage and reach of internal communications.

2. The Agreed Solution

- 2.1 A project team was put in place to resolve this issue, comprised of SDC Programme staff, and employees from ICT and Communications from the sovereign councils. After considering various options, the team recommended that WordPress be used as a platform for the interim intranet until the permanent solution is in place (there is an assumption that the permanent intranet solution will be SharePoint). WordPress is currently used to host the public Shadow Dorset Council website.
- 2.2 All new information (news, blogs, new staff terms and conditions, information for councillors following the May election, etc.) will be housed on the WordPress platform. **Importantly, existing staff and members will continue to be able to access existing content held on the intranets from their own "legacy" councils, via links from the WordPress platform.** However they will not be able to access the intranets of the other councils. In effect this means that a former member of staff, or councillor, from (for example) the Dorset Councils Partnership will be able to access the old DCP intranet via a link. They will not, however, be able to access the intranets from other sovereign councils, and staff and members from other councils will not be able to access DCP's intranet.
- 2.3 The proposed interim intranet solution is represented in the following diagram:



2.4 The recommendation was based on:

- The functionality that WordPress provides, which is fit for purpose
- It would guarantee access to all staff and members for the duration of the transfer period
- No login will be required, and the intranet will open automatically for all users
- Branding is easily applied
- We can use the correct "Dorsetcouncil.gov.uk" URL
- Licensing costs are minimal (<£1,000 pa)
- We can use a cost-free plug-in to restrict access to specified IP ranges (i.e. Dorset Council computers/sessions only)
- The ability for remote workers to access the site is also a consideration, as using this platform will make things easier to communicate across all services
- home access can be provided for "mediated access" users.

2.5 The recommendation to use WordPress as an interim intranet solution was agreed by the Corporate Theme Board via a Decision Request on 23-01-19.

3. Interim Intranet: Project Approach

- 3.1 Project Management, Project Support and Business Analysis is being provided by the Shaping Dorset Council Programme Team.
- 3.2 A project team comprised of SDC Programme staff alongside ICT and communications officers from DCC and DCP scoped the original recommendation to the Corporate Theme Board. This team has now been reconfigured to include business representation from all the sovereign councils, to ensure business needs are fully understood and met. The team meets weekly to review progress.
- 3.3 The following steps are required:
1. Configure "on premise" web servers and database
 2. Install WordPress and configure for testing
 3. Identify and agree business and content requirements
 4. Build 'wireframes' - i.e. layouts of the web pages that demonstrate what interface elements will exist on key pages.
 5. Harvest the required content and populate the solution
 6. Build and test connectivity
 7. Configure analytical tools
 8. 'Show and Tell' / user acceptance testing and troubleshooting
 9. Produce user guidance documentation and help/ support functions
 10. Ensure resourcing is in place for ongoing content management.
 11. Liaise with the appropriate Subject Matter Experts to ensure the designed solution is compliant in terms of Information Security
 12. Complete an EqIA "screening", and if necessary a full EqIA.

4. Intranet for Elected Members

- 4.1 Until the local election in May, elected members will continue to have access to the intranets for their current councils. Following the election, members of the new Council will be issued with new ICT equipment, and using this will be able to access the new WordPress intranet site. Current members who are re-elected will also be able to access the intranet sites from their own former councils.
- 4.2 The new intranet will have a link to ModGov, for quick access to committee papers. There will also be a new, searchable Dorset Council Policy Library hosted on ModGov. Via a link to SAP, members will be able to claim their allowances using the intranet.
- 4.3 A member portal on the new intranet will include new member induction materials, as well as information about buildings, ICT, other members, and other useful information. Training on use of the intranet, ModGov and SAP will be available.

5. Progress to date

- 5.1 As described above, key project staff have been identified and are meeting weekly. Their contributions have been agreed by their management. A solution has been proposed and agreed, and there is a Decision Record from Corporate Theme Board

to this effect. The technical plan is defined. Web servers are configured and WordPress installed.

- 5.2 By the time of publication of this report (26 February), content requirements had been agreed and signed off - all SDC Workstreams, and all services (via the three Service Continuity Theme Boards) were consulted about business requirements. There is an agreed emphasis on ensuring that the interim intranet has accessible content to ensure the new council is safe and legal, with service continuity, from Day 1, and that initially content needs to be prioritised according to these criteria; other content that is less essential but would be "nice to have" can be added incrementally after Day 1. The "Wireframe" has been designed and built, and some content added.

6. Next steps

- 6.1 Technically, the main remaining tasks are building and testing connectivity, network configuration, load testing and user acceptance testing. These tasks are on track. Non-technical tasks - apart from content capture and site population, include checking Information Security compliance, producing guidance documentation, and setting up help and support functions. Work will also be needed, soon, to ensure the site is managed properly over the next 6 months, and to ensure continuity between the interim site and the permanent site, so that content is successfully migrated between the two and no work is unnecessarily duplicated. A demo of the Interim Intranet site will be presented to SDC Programme Board on 6 March.

7. Project Risks

- 7.1 As noted by this committee on 4 February, there was a high level risk that no interim intranet would be in place by 1 April. However, strong progress over the last three weeks means that this risk is now closed. The following risk remains:

Risk	Impact Description	Current Impact	Current likelihood	Score	Mitigation
There is a risk that Intranet Content requirements will be incompletely/ inadequately provided in time for the interim intranet to fully meet business need from Day 1	Staff unable to access all of the information they require via the intranet.	2	2	4	Steering Group in place and meeting weekly. Interim solution on WordPress under development.