

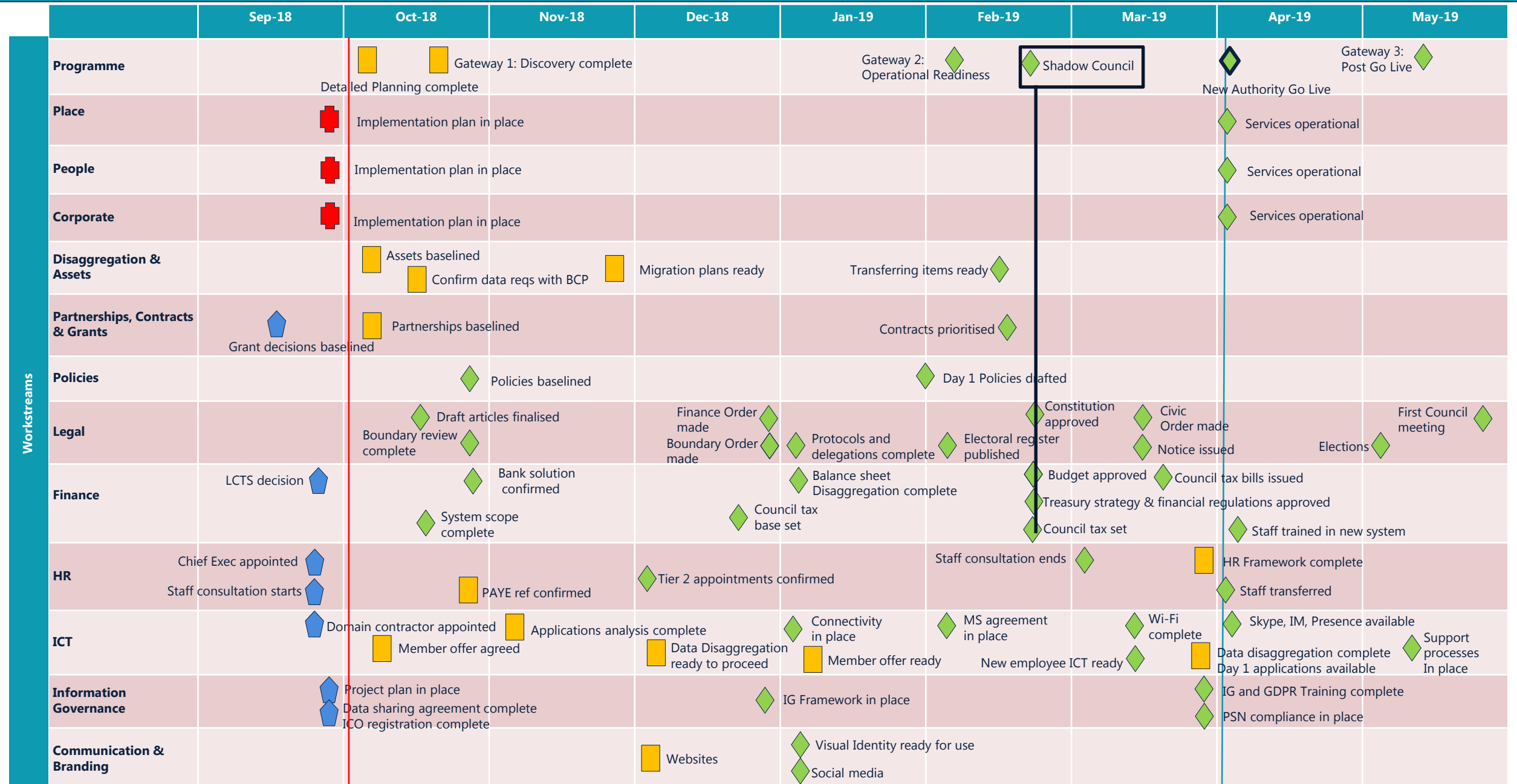
# OVERALL PROGRAMME STATUS – DATE:3 OCTOBER 2018

<b>Overall status</b>		<b>Scope</b>		<b>Budget</b>		<b>Time</b>		<b>Resource</b>		<b>Stakeholder</b>		<b>Risk &amp; Issue</b>	
-----------------------	--	--------------	--	---------------	--	-------------	--	-----------------	--	--------------------	--	-------------------------	--

Work on the implementation plans continues with Theme Boards making significant progress on developing the detailed service continuity plans. These plans, due to the volume and complexity are running a little later than planned, Programme Board now comprises all Tier 1 and Tier2 post holders. Appointment of the permanent Chief Executive (designate), completed in this period, is a major milestone for the programme and the new Council. Detailed work on the plans for Phase 3 is underway, to meet the requirement for both convergence and transformation at a pace accelerated by the increasing 2019/20 budget preparation. The programme remains at Amber

<b>Return to Green</b>		Resources and detailed plans from key service areas; Phase 3 Resources being agreed and in place; Agreement of the Convergence Plan.	
<b>Change Requests</b>		Convergence Change Control 2 in progress – change in scope for early activity and areas in-scope	
<b>Resources</b>		Phase 2 resource requirements almost entirely met now, Phase 3 resources is an issue set out below.	
<b>Plan</b>		SWAP reviews will continue; Gateway review is delayed by a week or two due to delayed implementation plans	
<b>Benefits</b>		Part of the Gateway process being introduced is to enable the baselining and assessment of services, both external and internal, to understand any impacts of the transition and to be clear about the measures and metrics being applied to that assessment.	
<b>This week</b>		<b>Issue/Risk</b>	<b>Mitigation</b>
<b>Top Issue</b>		Resources required to deliver the Phase 3 plan will greatly exceed those within the current programme; this requirement will need to be resourced	Plan needs to be created and agreed with appropriate resourcing plan formed around the planned workload and timetable. Suitable experience and skills will be a major factor in determining whether these are internal or externally sourced
<b>Top Risk</b>	<b>5-4 20</b>	Data disaggregation is of critical importance and decisions appear to being progressed separately in both SDC and BCP Programmes.	Without a coordinated approach to decision making, plans will likely be at counter point to one another and will not provide assurance to colleagues and customers of the continuity of service

# Programme Milestone Plan – 1st October 2018



KEY: Blue - Complete Green - On Track Amber – plan variation or off track but recoverable without impact to the overall programme Red – Late or off track or no agreed plan, significant risk to the overall programme

# WS1: LEGAL AND DEMOCRATIC - STATUS UPDATE

Workstream Sponsor: Jonathan Mair  
Project Manager: Andy Norman

Date: 03/10/2018

Workstream RAG

G



## Overall Workstream Summary

Considerable effort now being focused on drafting the constitution for Shadow Council approval, likely in December. This poses a significant challenge to the Legal and Democratic Services teams.

## Key Initiative Achievements (This Week)

- Work continuing the constitution with questions issued to members around Procedural Rules, and drafting of protocols. Timeline for production of constitution by December planned, to be discussed with Governance Working Group on 1<sup>st</sup> October.
- Planning teams engaged in preferences for number of and areas covered by planning areas for discussion with the Governance Working Group.
- Specification for printing of electoral material drafted and sent to DCC Procurement.
- Location identified for single count venue for elections in May 2019.
- Agreement with the ICT workstream on the approach to the consolidation of Xpress electoral system by January 2019.

## Key Initiative Activities (Planned Next Week)

- Further work on the constitution and confirmation of the timeline for the drafting of the constitution, with a likely Council meeting planned for December to approve the draft.
- Drafting of paper on the transitional governance arrangements for April to May 2019 to be submitted to the Governance Working Group on 24 October.

## Next milestones

Milestone	RAG	Due Date	Target Date
Draft articles finalised	G	August 2018	24 October 2018
Boundary Review complete	G	October 2018	
Drafting of constitution completed	G	January 2019	
Finance Order made	G	December 2018	
Boundary order made	G	December 2018	
Electoral register published	G	February 2019	
Constitution approved	G	February 2019	
Notice of election issued	G	March 2019	
Civic Order made	G	March 2019	
Elections	G	2 May 2019	
First Dorset Council meeting	G	May 2019	

	ID	Raised By	Date Raised	Risk Description	Impact Statement	Risk Rating			Mitigation Plan	Owner	Date Due
						I	P	RS			
Top Risk	79			Judicial Review - Challenge by Mr.Somerville-Ford to the financial basis of the business case for the creation of the unitary authorities	This could potentially delay the programme or prevent it from continuing	5	3	15	We are continuing to press MHCLG to obtain a decision from the court on whether or not the review will be allowed and a hearing scheduled.	Jonathan Mair	
Top Issue	ID	Raised By	Date Raised	Issue Description	Impact Statement	Severity			Resolution Plan	Owner	Due Date
				There are no live issues at present							

# WS2: FINANCE- STATUS UPDATE

Workstream Sponsor: Jason Vaughan  
Project Manager: Rosie Dilke

Date: 03/10/2018

Workstream RAG

A



## Overall Workstream Summary

Members in Budget Working Group & Shadow Exec have agreed to push forward convergence savings and savings to close the budget gap produced by stranded costs with BCP. No service reductions are planned for 19/20.

## Key Initiative Achievements (Last Fortnight)

Convergence is now a new Workstream within the Shaping Dorset Programme, with Jason Vaughan as the sponsor. This is being resourced in collaboration with the HR lead Nicola Houwayek.  
All member sessions were held on 19<sup>th</sup> September on the Budget.  
  
Finance Officers Group made the decision to move as many processes as possible onto SAP for 1/4/19 and to, in parallel and working with the Transformation Workstream, look at what a future IT system for Dorset Council would look like.

## Key Initiative Activities (Planned Next Fortnight)

Budget Working Group 10/10/18 will focus on Capital, DSG and Disaggregation with BCP  
A principles paper is in production on Fees & Charges to be made available to Programme Board members and other Workstreams.  
Collaboration leading to decisions on the process and applications to be used across the Dorset Council area for Ordering and Receiving goods.

## Next milestones

Milestone	RAG	Due Date	Target Date
Internal auditors appointed	C	21/8/18	Done
Collection Fund: Local Council Tax support Scheme (LCTS) : Shadow Exec 17/9/18 agreed to undertake a review	C	End Sept '18	End Sept '18
Financial System harmonisation – setting scope for software changes	G	Mid Oct '18	Mid Oct '18
Bank solution confirmed	G	End Oct '18	End Oct '18
Council tax base set	G	Dec '18	Dec '18
Agreement of debt and reserve percentages between Dorset & BCP	A	Dec '18	Dec '18
Budget approved	G	20/2/19	20/2/19

ID	Raised By	Date Raised	Risk Description	,DSG	I	P	RS	Mitigation Plan	Owner	Date Due
106	Jason Vaughan	July '18	Financial impact of 'stranded' costs between BCP & Dorset Councils following TUPE	This is currently estimated (Sept 2018) to be £5.4m (net).	5	3	15	HR Workstream is looking to mitigate this which would reduce this by £2.444m. Vacancy control process in place. HR mitigation process	Jason Vaughan	Oct. '18
ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date		
16	Jason Vaughan	June '18	Interdependencies with other government bodies causes delays.	The Finance Consequential Order is due to be laid in Parliament in November. If this is delayed the Finance Workstream will not be able to achieve a safe and legal position for 1/4/19.		M	Discussions are ongoing with MHCLG. Meeting set for 8 <sup>th</sup> November in London	Jason Vaughan	Nov. '18	

Top Risk

Top Issue

# WS3: HR WORKSTREAM - STATUS UPDATE

Workstream Sponsor: **Matti Raudsepp**  
 Project Manager: **John Ferguson**

Date: 03/10/2018

Workstream RAG G 

## Overall Workstream Summary

### Key Initiative Achievements (This Fortnight)

Chief Exec appointment confirmed  
 Tier 2 consultation started  
 Key decisions for HR framework signed off by Programme Board

### Next milestones

Milestone	RAG	Due Date	Target Date
Provisional TUPE lists completed	C	21st Sept	21st Sept
New Chief Exec appointed and confirmed	C	30th Sept	30th Sept
Formal TUPE consultation begins	G	1st Nov	1st Nov
TUPE Standstill begins	G	30th Oct	30th Oct
Tier 2 Appointments complete	G	10th Dec	10th Dec
TUPE consultation ends	G	18th Mar	18th Mar
HR Framework for new council	G	29th Mar	29th Mar

### Key Initiative Activities (Planned Next Fortnight)

Tier 2 structure consultation closes and final structure agreed  
 Agreement of consultation approach with the unions for Day 1 HR Framework  
 Meeting with HMRC to agree PAYE approach

	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
	Top Risk	40	HR Board	May '18	Systems and processes not in place and operational in time to pay people on time and accurately in April 2019	Major impact on delivering services. Significant regulatory impact	4	3	12	Work underway to determine a pragmatic implementation approach with HMRC - external support being provided through PS Tax. Options analysis being completed pending HMRC response	Chris Matthews
ID		Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan			Owner	Due Date
Top Issue	150	Prog Board	July '18	Approach and timing of team convergence to be agreed	Supporting achievement of the 2019/20 budget whilst maintaining service continuity		Change Control to Shadow Executive 15 October			Nicola Houwayek	Oct '18

# WS4: CUSTOMER AND SERVICE CONTINUITY - CORPORATE THEME - STATUS UPDATE

Workstream Sponsor: Jason Vaughan / Jonathan Mair  
 Project Manager: Emma Wood

Date: 03/10/2018

Workstream RAG R 

**Overall Workstream Summary**  
*Implementation Plans are nearing completion although will not be signed off by the agreed deadlines. Corporate Board schedule has been arranged and invites sent to board members*

Key Initiative Achievements (This Week)	Next milestones			
Corporate Theme Board Schedule arranged and invites sent Implementation plan drafts completed and nearing final sign-off Customer Access Sponsor agreed and scope defined and signed off.	Milestone	RAG	Due Date	Target Date
	Chairs and board membership confirmed	C	01/09/2018	
	Project resource in place	C	30/09/2018	
	Project co-ordinators identified	C	31/08/2018	18/09/2018
	Plans refined	R	30/09/2018	10/10/2018
	Day one deliverables and scope confirmed	C	30/09/2018	
	Workstream milestones, dependencies, risks & issues mapped	R	30/09/2018	10/10/2018
Key Initiative Activities (Planned Next Week)	Implementation Plans finalised and signed off Milestones logged and Dependencies mapped across workstreams Risks, Issues and dependencies reviewed and logged on PMO registers			

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
			<i>Risks to be confirmed by theme board</i>							

Top Risk

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
149	Emma Wood	27/09/18	<i>Implementation plans, although completed in draft form, will not be finalised and signed off by COP of 28/09/18</i>	Although plans have not been signed off, work on delivery within the workstreams has started so overall delivery milestones wont be affected. Gateway review maybe impacted .		Sign-off date for plans has been moved to 10th Oct. Will aim to sign-off as soon as possible though to reducer any impact on Gateway review	JV/ JM	10/10/18

Top Issue

# WS4: CUSTOMER AND SERVICE CONTINUITY - PLACE THEME - STATUS UPDATE

Workstream Sponsor: Mike Harries and Bridget Downton  
 Project Manager: Emily Hallett

Date: 03/10/2018

Workstream RAG R



## Overall Workstream Summary

12 out of the 22 implementation plans are due to be complete by the gateway review deadline (28/09/2018). This deadline is for the plan to be complete with actionable tasks, leads, dates, milestones and risks.

These are; Beaches and Seafront, Building Control, Development Management, Engineering and Coastal Defence, Events, Fleet Management, Harbours, Land Charges, Network Development, Parking, Planning Policy, Tourism.

The following plans will not meet the gateway deadline, making the overall place theme red; Capital Project, Repairs and Maintenance, Countryside and Urban Greenspace, Economic Development, Estates and Assets, Network Management, Network Operations, Regulatory, Transport, Waste and Cleansing.

The Heritage Implementation Plan will not be ready until 17/10/2018 due to a coordinator being identified this week.

## Key Initiative Achievements (This Fortnight)

Meetings have been held with all coordinators to ensure plans and service mapping are updated with all colleagues from across the Dorset Council authorities.

## Key Initiative Activities (Planned Next Fortnight)

Implementation Plans finalised and signed off  
 Scope and baseline documentation identified and signed off  
 Milestones logged and Dependencies mapped across workstreams  
 Risks, Issues and dependencies reviewed and logged on PMO registers

## Next milestones

Milestone	RAG	Due Date	Target Date
Chairs and board membership confirmed	C	01/09/2018	
Project resource in place	C	30/09/2018	
Project co-ordinators identified	C	26/09/2018	26/09/2018
Plans refined	R	30/09/2018	12/10/2018
Day one deliverables and scope confirmed	R	30/09/2018	12/10/2018
Workstream milestones, dependencies, risks & issues mapped	R	30/09/2018	12/10/2018

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date

Top Risk

Top Issue

# WS4: CUSTOMER AND SERVICE CONTINUITY - PEOPLE THEME - STATUS UPDATE

Workstream Sponsor: Helen Coombes and Nick Jarman  
 Project Manager: Ray Dales

Date: 03/10/2018

Workstream RAG



## Overall Workstream Summary

Good progress has been made on reviewing, consolidating, and refining workstream implementation plans, and final pre-sign off checks are underway.. Confirmation has been received that BCP have chosen Mosaic as their Care Record system,, This remains the main risk until a plan has been agreed for system configuration and data transfer. Overall Theme status changed to Red as target date of 30<sup>th</sup> September will be missed. – now targeted for sign off at Theme Board meeting on 11<sup>th</sup> October.

## Key Initiative Achievements (This Week) | Next milestones

All workstream coordinators have had follow up planning meetings.  
 Workstream plans now have tasks defined, leads identified, and dependencies logged. Risks, Decisions, and Policies defined for 4 workstreams, the remaining to complete w/c 1<sup>st</sup> October  
 All Day 1 "safe and legal" tasks identified.  
 First draft of project documentation commenced.

Milestone	RAG	Due Date	Target Date
Chairs and board membership confirmed	C	01/09/2018	
Project resource in place	C	30/09/2018	
Project co-ordinators identified	C	31/08/2018	
Plans refined	A	30/09/2018	
Day one deliverables and scope confirmed	R	30/09/2018	03/10/2018
Workstream milestones, dependencies, risks & issues mapped	R	30/09/2018	05/10/2018

## Key Initiative Activities (Planned Next Week)

Overarching implementation plan created and signed off, including Risk and Decision planning, Dependency mapping, and Policy and Procedure identification  
  
 Project documentation completed and signed off

	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
	Top Risk	137	Cross Cutting	22/08/18	There is no agreed plan in place to disaggregate Social Services data	Capacity and capability to respond in a timely way to the agreed solution for safe data transfer	4	4	16	Awaiting development of plan for system integration and data transfer	ICT/ People
	ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan			Owner	Due Date
Top Issue											



# WS4: CUSTOMER AND SERVICE CONTINUITY – DISAGGREGATION - STATUS UPDATE

Workstream Sponsor: Jonathan Mair / Jason Vaughn  
 Project Manager: James Howie

Date: 03/10/2018

Workstream RAG A 

## Overall Workstream Summary

To identify and capture areas of disaggregation across all workstreams within the Dorset area where there is an element of disaggregation and confirm that the appropriate work streams and working groups are tasked with confirming that each item has been implemented.

## Key Initiative Achievements (This Week) Next milestones

<p><i>Disaggregation – Full scope and high level project plan being identified across all workstreams using implementation plans across all areas.</i></p> <p><i>Disaggregated Contracts – Set of principles agreed by the DA procurement group and reviewed by the joint MOs working group.</i></p> <p><i>Partnerships – List reviewed with joint MOs along with BCP draft decision records.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Milestone</th> <th style="width: 10%;">RAG</th> <th style="width: 15%;">Due Date</th> <th style="width: 15%;">Target Date</th> </tr> </thead> <tbody> <tr> <td>Disaggregation scope finalised from implementation plans</td> <td style="background-color: yellow;">A</td> <td>30/09/2018</td> <td>10/10/2018</td> </tr> <tr> <td>Agree Partnership approach for all disaggregated Partnerships with BCP</td> <td style="background-color: lightgreen;">G</td> <td>30/10/2018</td> <td>30/10/2018</td> </tr> </tbody> </table>	Milestone	RAG	Due Date	Target Date	Disaggregation scope finalised from implementation plans	A	30/09/2018	10/10/2018	Agree Partnership approach for all disaggregated Partnerships with BCP	G	30/10/2018	30/10/2018
Milestone	RAG	Due Date	Target Date										
Disaggregation scope finalised from implementation plans	A	30/09/2018	10/10/2018										
Agree Partnership approach for all disaggregated Partnerships with BCP	G	30/10/2018	30/10/2018										

## Key Initiative Activities (Planned Next Week)

<ul style="list-style-type: none"> <li>Full scope for disaggregation to be agreed by corporate board 11<sup>th</sup> October.</li> <li>Agree with all working groups and teams which areas of the scope impacts them and that these are being covered by implementation plans</li> <li>List out dependencies for all groups and confirm timelines and impacts.</li> <li>Identification of all contracts containing Christchurch element and highlighted within Accord.</li> <li>Agree with BCP the decision records for partnerships</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Confirm Final list of asset to transfer</td> <td style="width: 10%;">G</td> <td style="width: 15%;">Feb 2019</td> <td style="width: 15%;">Feb 2019</td> </tr> <tr> <td>Day 1 Applications in place</td> <td>G</td> <td>April 2019</td> <td>April 2019</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Confirm Final list of asset to transfer	G	Feb 2019	Feb 2019	Day 1 Applications in place	G	April 2019	April 2019								
Confirm Final list of asset to transfer	G	Feb 2019	Feb 2019														
Day 1 Applications in place	G	April 2019	April 2019														

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
----	-----------	-------------	------------------	------------------	---	---	----	-----------------	-------	----------

Top Risk

118	ICT		Data disaggregation is of critical importance and decisions appear to be progressed separately in both SDC and BCP Programmes.	Without a coordinated approach to decision making, plans will likely be at counter point to one another and will not provide assurance to colleagues and customers of the continuity of service	4	3	12	A Business Analyst has started within the SDC Programme, they will work with both DC and BCP to arrange joint meetings between the relevant business and ICT leads for each of the service areas where data disaggregation will need to take place. This work will deliver focussed decision request	James McMahan	28/08/2018
-----	-----	--	--	---	---	---	----	--	---------------	------------

Top Issue

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
			<i>Describe the top issue for the workstream</i>		H			



# WS4: CUSTOMER AND SERVICE CONTINUITY – CONTRACTS, PARTNERSHIPS, SLAS, GRANTS - STATUS UPDATE

Workstream Sponsor: Jonathan Mair / Jason Vaughn  
 Project Manager: James Howie

Date: 03/10/2018

Workstream RAG



## Overall Workstream Summary

Develop a list of Contracts, partnerships and SLAs, categorise and prioritise, highlighting contracts where the end date is on or around day 1, joint agreement contracts and those that will novate to the new authority. Where there is joint agreement with BCP develop a strategy with BCP as to how each contract will be dealt with from day 1.

## Key Initiative Achievements (This Week) | Next milestones

*Confirmed that all identified district contracts have been uploaded to accord  
 Set of principles agreed by the DA procurement group and reviewed by the joint MOs working group.  
 Teams identifying gaps within the contractual information  
 Joint MOs working group provided guidance as to next steps with partnerships.*

Milestone	RAG	Due Date	Target Date
District & county contracts onto accord	C	31/08/2018	31/08/2018
Agree approach for all Partnerships	G	30/10/2018	30/10/2018
Complete Grants handover to phase 3	G	Nov 2018	Feb 2018

## Key Initiative Activities (Planned Next Week)

- Identification of all contracts containing Christchurch element and highlighted within Accord.
- Communication to be created to update all working groups of the update for contractual work.
- Produce decision records as to the approach to be taken for each partnership
- Create business case for partnerships onto accord.

Top Risk

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due

Top Issue

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
			<i>Describe the top issue for the workstream</i>		H			

# WS5: ICT WORKSTREAM - STATUS UPDATE

**Workstream Sponsor:** Mike Harries  
**Project Manager:** Chris Harrington

**Date:** 03/10/2018

**Workstream RAG**

G



## Overall Workstream Summary

With the data migration work now well under way, the project's focus has shifted to shaping activity for four key infrastructure items (Telephony and Contact Directory, Print, Room Booking, and Door Entry); and for SharePoint requirements, in particular new DC intranet and new Office 365 functionality called Teams Site.

## Key Initiative Achievements (This Week)

One domain supplier appointed  
 One domain kick off meeting complete  
 Work started on LLPG, Elections, Mod.gov day one business applications  
 Shaping activity started for four key infrastructure items and SharePoint design requirements – request for BAs to support made to programme management.  
 Data Migration decision note awaiting final input from ICT leads

## Key Initiative Activities (Planned Next Week)

Receive PID, plan and budget monitoring model from one domain supplier  
 Progress the analysis for infrastructure, including taking the BA request forward  
 Schedule design workshop for SharePoint  
 Complete Plans for (currently known) Day One Applications  
 Start scoping activity for other potential Day One Applications

## Next milestones

Milestone	RAG	Due Date	Target Date
Stage 1 - One domain solution implemented	G	December 18	
Skype IM and Presence available	G	January 19	
Day one wifi solution implemented	G	February 19	
Day one print solution implemented	A	February 19	
Day one door entry solution implemented	G	February 19	
Day One telephony solution complete	G	February 19	
LLPG Migration Complete	A	February 19	
ICT Day One Support processes and systems in place	A	March 19	
Day one applications in place	G	April 19	
DC Microsoft Agreement in place	G	May 19	

	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
						4	3	12			
Top Risk	118	Karen Perrett		Data disaggregation is of critical importance and decisions appear to being progressed separately in both SDC and BCP Programmes.	Without a coordinated approach to decision making, plans will likely be at counter point to one another and will not provide assurance to colleagues and customers of the continuity of service	4	3	12	A Business Analyst has started within the SDC Programme, they will work with both DC and BCP to arrange joint meetings between the relevant business and ICT leads for each of the service areas where data disaggregation will need to take place. This work will deliver focussed decision requests and a clear plan.	James McMahon	28/9/18
Top Issue	ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan		Owner	Due Date	
				None							



# WS7: COMMUNICATIONS & BRANDING - STATUS UPDATE

Workstream Sponsor: Matt Prosser  
Project Manager: Fiona Napier

Date: 03/10/2018

Workstream RAG

G



## Overall Workstream Summary

Focus for the Communications workstream remains on supporting the Chief Executive and Tier 2 appointments process, the budget and progressing the branding for Dorset Council.

## Key Initiative Achievements (This Week)

- Co-ordinated communications on 27/09/18 around announcement of Chief Executive at Shadow Dorset Council which will be live streamed.
- Managers Forum 26.09.18 (attendance 50 out of 130)
- Branding audit commenced – team of 3 delivering this work over 4 week period.

## Key Initiative Activities (Planned Next Week)

- Newsletters to employees, members and town and parish councils marking 6 months to go live
- Promotion of employee briefings for late October/early November. Venues booked
- Branding testing with employees and wider public
- Completion of communications & branding implementation plans

## Next milestones

Milestone	RAG	Due Date	Target Date
Branding in place	G	Jan 2019	Jan 2019
Info Campaign promoting Dorset Council	G	Jan 2019	Jan 2019
Communications Service in place	G	March 2019	March 2019
Website in place	A	Dec 2018	March 2019
Intranet in place	A	March 2019	March 2019

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date

Top Risk

Top Issue

# PHASE 3 TRANSFORMATION - UPDATE

Workstream Sponsor: TBC (Keith Cheesman)

Project Manager: TBC (Keith Cheesman)

Date: 3/10/2018

Workstream RAG

R



## Overview / Summary

The changes to scope of the programme to include convergence as well as transformation plans are now under further review following direction from Budget Working Group. Phase 3 deliverables for Detailed Design Principles and Vision are subject to ongoing work with Members and a further change control is included within the Programme Report. Resourcing to accommodate these changes is being sought and funding needs to be identified.

Activity	Next milestones			
Members are being supported to develop an organisational design based on the vision for the new Council and Operating Model. Member briefings have been held which outline the latest understanding of the new council budget position and detail some of the opportunities to resolve the gap Convergence approach is still subject to a number of discussions; resourcing to support the changes is being sought	Milestone	RAG	Due Date	Target Date
	Convergence plan draft	A	10/10/18	
	Convergence resources in place, including funding	R	10/10/18	
	Transformation plan draft	A	31/10/18	
	Transformation resources in place	A	29/3/19	
	Corporate Plan draft	R	TBD	

## Next Steps

Finalise scope of the convergence  
 Agree outline plan for convergence  
 Agree Resources to support Convergence and Transformation  
 Continue with the Transformation Plan preparation

	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
	Top Risk	18	Interim S151 - Jason Vaughan		Financial Sustainability of Dorset Council	Preparation of draft 19/20 DC budget has identified a requirement for earlier and faster move towards convergence and transformation savings in order to achieve a balanced budget	4	3	12	Convergence plan is part of the Shaping Dorset Council Programme. scope Transformation Plan for Phase 3 to be developed and in place for the new council to implement.	Keith Cheesman

	ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
	Top Issue	n/a	Keith Cheesman	17/9/18	Resources for the Phase 3 plan not in place	Resources required to deliver the Phase 3 plan will greatly exceed those within the current programme; this requirement will need to be resourced	M	Plan needs to be created and agreed with appropriate resourcing plan formed around the planned workload and timetable. Suitable experience and skills will be a major factor in determining whether these are internal or externally sourced	Keith Cheesman