






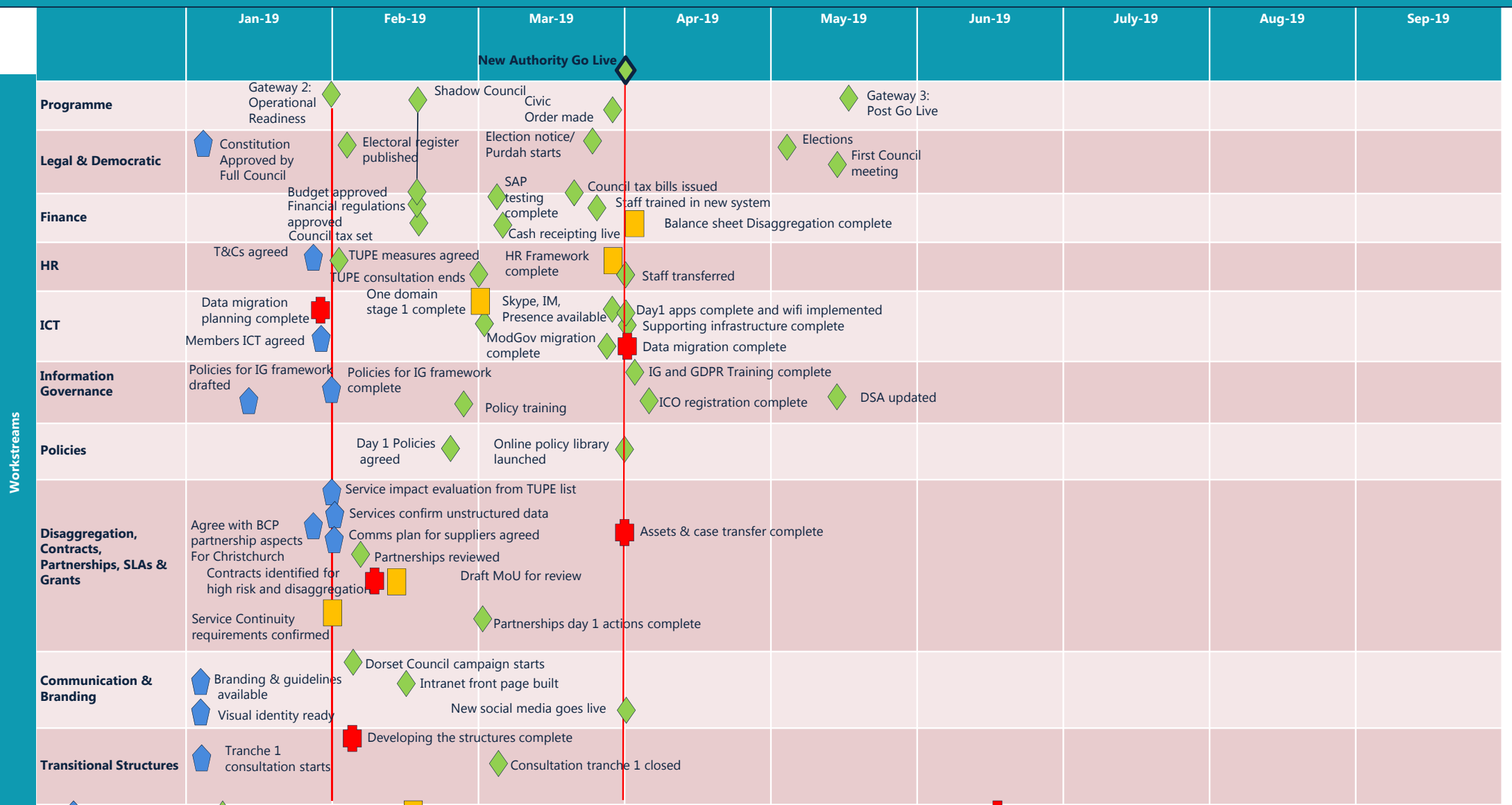
OVERALL PROGRAMME STATUS – DATE: 1 FEBRUARY 2019

Overall status 	Scope 	Budget 	Time 	Resource 	Stakeholder 	Risk & Issue 
---	--	---	---	---	--	---

The workstreams continue to work hard to ensure services are able to run without interruption on day one, and the Team continue to run a daily review process on all task and activity to ensure progress is not impeded by issues. The Transitional Structures consultation process has now started. The two elements of the Gateway 2 review have concluded, but the detail requires some further review as there are a few contradictions in parts of the conclusions. As intended, the outputs and feedback from these pieces of work will guide a series of corrective actions necessary to assure programme delivery of service continuity. The Data Disaggregation issue is nearing resolution with a solution and a contingency alternative approach being tested this week, While not ideal, social care caseload management for cases transferring from this council will be safe & legal if one of these solutions is successful. The programme remains at Amber

Return to Green		Intranet solution being identified and resolved. Service Continuity implementations delivering against the plans, revised Data Disaggregation plans being agreed.	
Change Requests		No new change controls in progress.	
Resources		Phase 2 resource requirements almost entirely met now	
Plan		A mandate and plan is required to ensure the transitional phase is mapped and resourced, particularly in light of the need to review and refine Phase 3 plans - underway	
Benefits		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.	
This week		Issue/Risk	Mitigation
Top Issue	5-3 15	Dedicated Schools Grant – If the Secretary of State does not approve the request to transfer funds between funding blocks, this will result in an increase in the budget deficit.	Recharges from DCC to DSG of about £1m have already been included as a potential issue in the 2019/20 budget calculations and contribute towards the overall budget gap, which will be addressed at the Shadow Council meeting on 20 February. The matter remains in the hands of the Secretary of State.
Top Risk	5-4 20	Social Care IT system data disaggregation plan will not allow full data transfer for day one. A revised approach needs to be tested and agreed. If this plan is not in place and successful, DC and BCP will not be safe and legal on 1st April 2019 as BCP relevant social care teams will not have access to Christchurch Social Care data.	Validation and planning for the interim solution and contingency plan will take place w/c 21st January. This work will allow the ICT workstream to return to amber as there is a degree of confidence from all parties that the preferred option and contingency can be delivered by 1 st April 2019, even with minimal supplier involvement.

Programme Milestone Plan – 1 February 2019



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

Lead Member: Cllr Spencer Flower
 Workstream Sponsor: Jonathan Mair
 Project Manager: Andy Norman

Date: 1st February 2019

Workstream RAG



Overall Workstream Summary

Significant progress has been achieved with the passage through the Shadow Executive of the draft constitution, leading to its review by Full Council on the 24th January. The legal team is now focusing on providing guidance and support to service teams in the production of local Schemes of Delegation, as well as concentrating on its own readiness for day 1 operation. Elections teams are working closely together finalising the preparations for running the elections in May.

Key Initiative Achievements (This Week)

- Confirmation by the Government Minister for Local Communities that the affirmative consequential order has been laid in Parliament in readiness for being voted upon by both Houses.
- Approval of the draft constitution by the Shadow Executive and full council
- Approval by the Shadow Executive of the recommendations in the report on Civic Functions.
- Production of a draft Chairmans Guide by the Civic Support team.
- Compilation of a civic support asset register covering all councils.
- Completion of the elections printing contract tender evaluation and informal award of the contract.
- Completion of the draft report on the Members Allowances.
- Joint meeting with BCP Legal teams to agree handover arrangements for case files.

Next milestones

Milestone	RAG	Due Date	Target Date
Finance Order made	C	December 2018	05/12/18
Boundary order made	C	December 2018	19/12/18
Electoral register published	G	February 2019	
Constitution approved	C	24 January 2019	
Notice of election issued	G	15 March 2019	
Civic Order made	G	March 2019	
Elections	G	2 May 2019	
First Dorset Council meeting	G	May 2019	

Key Initiative Activities (Planned Next Week)

- Work on the guidance on Local Schemes of Delegation for Service Teams
- Confirm day 1 reporting lines for Elections, Legal and Democratic Services teams

Top Risk

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
80			A snap General Election or Referendum could divert resource from the Programme to resource this at short notice.	Political situation could change forcing a general election or a second referendum and this would require Elections teams to focus on this rather than planning for the May elections. This would be more critical if either of these were called in the new year.	4	3	12	With the current volatile political atmosphere, the Elections team have developed a draft Parliamentary election plan in the event that an election is called. The resource plan would need to be implemented, and augmented by additional resource to run two sets of elections.	Jonathan Mair (as Interim RO)	

Top Issue

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
			<i>There are no live issues at present</i>					

WS2: FINANCE- STATUS UPDATE

Lead Member: Tony Ferrari
 Workstream Sponsor: Jason Vaughan
 Project Manager: Rosie Dilke; Jason Pengelly

Date: 1st February 2019

Workstream RAG A 

Overall Workstream Summary

The 2019/20 budget proposals have been completed and will be considered by the Shadow Executive on 11 February and Shadow Council on 20 February. The second of a series of three all-member budget briefings was held 29/1/18 to provide context to the documents presented to Shadow Council. The final briefings are set for 12th February.

Key Initiative Achievements (Last fortnight) Next milestones

<p>Service continuity scope & programme has been confirmed and finance directorate management reporting lines have been clarified for Day 1.</p> <p>Communication on the VAT and procurement arrangements as we approach April 1st has been sent to all Finance staff.</p> <p>The system landscape connecting finance systems for day 1 has been updated and approved by Finance Officers Group. The IT work to carry out the changes is on track.</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>Financial Regulations approved</td> <td style="background-color: #00b050; color: white;">C</td> <td>24/1/19</td> <td>24/1/19</td> </tr> <tr> <td>Budget approved</td> <td style="background-color: #00b050; color: white;">G</td> <td>20/2/19</td> <td>20/2/19</td> </tr> <tr> <td>Treasury Strategy & practices approved</td> <td style="background-color: #00b050; color: white;">G</td> <td>20/2/19</td> <td>20/2/19</td> </tr> <tr> <td>SAP "feeder systems" testing complete</td> <td style="background-color: #00b050; color: white;">G</td> <td>04/03/19</td> <td>04/03/19</td> </tr> <tr> <td>Capita cash receipting - LIVE</td> <td style="background-color: #00b050; color: white;">G</td> <td>04/03/19</td> <td>04/03/19</td> </tr> <tr> <td>Finance staff trained in SAP system</td> <td style="background-color: #00b050; color: white;">G</td> <td>31/3/19</td> <td>31/3/19</td> </tr> <tr> <td>Agreement of debt and reserve percentages between Dorset & BCP</td> <td style="background-color: #ffc107; color: white;">A</td> <td>March '19</td> <td>March '19</td> </tr> </tbody> </table>	Milestone	RAG	Due Date	Target Date	Financial Regulations approved	C	24/1/19	24/1/19	Budget approved	G	20/2/19	20/2/19	Treasury Strategy & practices approved	G	20/2/19	20/2/19	SAP "feeder systems" testing complete	G	04/03/19	04/03/19	Capita cash receipting - LIVE	G	04/03/19	04/03/19	Finance staff trained in SAP system	G	31/3/19	31/3/19	Agreement of debt and reserve percentages between Dorset & BCP	A	March '19	March '19
Milestone	RAG	Due Date	Target Date																														
Financial Regulations approved	C	24/1/19	24/1/19																														
Budget approved	G	20/2/19	20/2/19																														
Treasury Strategy & practices approved	G	20/2/19	20/2/19																														
SAP "feeder systems" testing complete	G	04/03/19	04/03/19																														
Capita cash receipting - LIVE	G	04/03/19	04/03/19																														
Finance staff trained in SAP system	G	31/3/19	31/3/19																														
Agreement of debt and reserve percentages between Dorset & BCP	A	March '19	March '19																														

Key Initiative Activities (Planned Next fortnight)

Shadow Executive Committee consider the Budget including Capital and Treasury Strategy papers on 12th February for Shadow Council on 20th February 2019.

Finance department managers from the four organisations are working with their staff and HR to ensure service continuity across all the key areas of finance from 1st April. Information on structures is now being collated for decision on the way forward.

Budget Working Group meet on 6th February to look at rationalisation of suppliers. Decision by Programme Board on vendor (supplier) letter to be sent out in mid-February.

ID	Raised By	Date Raised	ISSUE Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
106	Jason Vaughan	July 30 th 2018	Dorset Council is unable to set a balanced budget for 2019/20	Financial impact as a result of ongoing cost & volume pressures in DCC	5	1	5	Budget proposals include provision of £4.8m of contingency and estimated general reserves of £25.5m. A base budget review of Children's Services is to be undertaken as a priority but all areas will be subject to this once the new management structure is in place.	Jason Vaughan	Feb '19
235	Rich Bates	October 25 th 2018	Dedicated Schools Grant	Failure to get approval to transfer funds between funding blocks will increase the deficit	5	3	15	A revised disapplication was sent to the Department for Education. There is no guidance on when the decision will be made. Once off grant has not been committed until the outcome is known.	Rich Bates	Feb 19

Top Issue Top Issue

WS5: ICT WORKSTREAM - STATUS UPDATE

ICT Member Lead: Councillor Tong

Workstream Sponsor: Sue Joyce

Project Manager: Jon Ashworth

Date: 1st February 2019

Workstream RAG



Overall Workstream Summary

The ICT workstream continues to focus on the data disaggregation work package and is currently reporting as red as there is still no agreed Social Care data disaggregation plan in place. The detailed plan was received from BCP's supplier on 8th January who confirmed they would be unable to disaggregate either the active or historical Social Care Christchurch information by 1st April 2019. A full options appraisal workshop was held on Thursday 16th January with a recommended interim option for the 1st April signed off at the MOSAIC Steering Group on Friday 18th January. Validation and planning for the interim solution and contingency plan will commence w/c 21st January. This work will allow the ICT workstream to return to amber, once the decision request has gone through the governance cycle for sign off, as there is a degree of confidence from all parties that the preferred option and contingency can be delivered by 1st April 2019, even with minimal supplier involvement.

Key Initiative Achievements (This Week)

- Support to EDDC operations has started to be scoped in preparation for Day 1 (DCP/DCC).
- Decision Requests for creating platforms to securely transfer data between DCC and BCP agreed and solution implemented.
- 24 Data Migration Decision Requests approved by IG, ICT and Theme Boards.
- 3-Sixty Car Parking*: Project Manager assigned by Supplier, List of actions scoped.

Key Initiative Activities (Planned Next Week)

- Focus on confirming BCP Mosaic decisions and ensuring joint Mosaic DR goes through programme governance.
- 27 Decision Requests progressing through governance for completion by 8th February.
- LLPG and LSG: agree Testing plan with all partners and supplier.
- Secure Email and Phase 2 Hosting DRs for sign off at Strategic Board on 5th Feb.

Next milestones

Milestone	RAG	Due Date
Data Migration Planning complete	R	6 Feb 19
One Domain Stage 1 implementation complete	A	5 Mar 19
Members ICT agreed	C	23 Jan 19
ICT Service Continuity & Disaster Recovery process	G	22 Feb 19
Incident & Request management approach	G	22 Feb 19
WAN Phase 2 data exchange testing for Day 1 LOB applications complete	G	15 Feb 19
LLPG & Mod. Gov. Day 1 apps complete	G	1 Apr 19
Data Migration for Day 1 complete	R	1 Apr 19

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	4	20	Interim & contingency solution agreed, validation & planning underway to enable access to Christchurch Social Care data for 1st April. Continue to work on permanent solution to disaggregate all Christchurch social care data to BCP.	Mark Smitton	6 Feb 19

Top Issue

WS7: POLICIES WORKSTREAM - STATUS UPDATE

Lead Member: Spencer Flower
 Workstream Sponsor: Jonathan Mair
 Project Manager: John Alexander

Date: 01/02/19

Workstream RAG G 

Overall Workstream Summary

Good progress with signing off policies masterlist. Policy library under construction and on track.

Key Initiative Achievements (This Fortnight) | Next milestones

Milestone	RAG	Due Date	Target Date
Templates and guidance approved	C	17 October	31 October
Prioritised master list approved	C	5 December	12 December

Key Initiative Activities (Planned Next Fortnight)

Final policy masterlist to Programme Board	G	27 Feb 2019	
Future comms/ training requirements re. policies identified	G	1 Mar 2019	
Online policy library launched	G	1 April 2019	

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
167	Project Manager	Oct '18	Failure to communicate policy changes to staff and members leads to reduced "legal literacy" at service delivery level and risks non-compliant operational practice	Significant potential impact on delivering legal services.	4	3	12	Appropriate and timely communication and training plans for staff and councillors to be coordinated by Policies Workstream.	John Alexander	Jan – Mar 2019, according to priority
ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan		Owner	Due Date	

Top Risk

Top Issue

WS8: CUSTOMER AND SERVICE CONTINUITY - PLACE THEME - STATUS UPDATE

Lead Member: Cllr Mary Penfold, Cllr David Walsh, Cllr Daryl Turner, Cllr Anthony Alford

Date: 1 February 2019

Workstream RAG



Workstream Sponsor: Mike Harries and Bridget Downton

Project Manager: Emily Hallett

Overall Workstream Summary

A raft of data disaggregation decision records for place systems are going through the governance process and being reviewed by Place Board. The final policies list has been reviewed and agreed by Place Board. Cover sheets are now being drafted by service workstreams. Services have reviewed duplicate generic email addresses and naming conventions for these have been agreed with ICT workstream, these addresses are now being used to update systems and templates in readiness for day 1. Gateway audit report has been reviewed by Place Board chairs and service leads, Project Manager will now meet with all Place workstreams to review end to end processes for day 1 and ensure key handoffs to support services are mapped. The TUPE lists have been scrutinised by Place Board Chairs to identify day 1 line management issues, proposals have been drawn up and sent to HR and HoPs to consider.

Key Initiative Achievements (This Fortnight)

- Agreement from Informal Shadow Executive to continue with existing East Dorset Concessionary bus pass scheme and defer decision to review the scheme until after elections
- Decision record on resourcing of local plan work has been approved by Place and is going to shadow executive in February
- TUPE options submitted to HR and HoPs
- Data disaggregation decision records agreed by Place Board, these include Travel and Transport Trapeze system, Moors Valley Country Park systems and various DWP systems
- Harmonisation of regulatory fees and charges approved by Place Board and included in Budget report
- Guidance received by Legal workstream regarding correspondence and registered address. Services can now update templates for areas that could result in legal proceedings e.g. Planning notices with the correct legal wording
- Privacy notice templates and guidance received by Information Governance to allow services to draft statements to go on the Dorset Council website
- Local scheme of delegation for Development Management and Planning services drafted
- Environmental permits, discharge consents, trade effluent arrangements, exception certificates and waste carriers license have all been received in readiness for day 1

Key Initiative Activities (Planned Next Fortnight)

- Continue to progress with car parking system including setting up two working groups from DCC and DCP to look at patrol routes and back-office protocols for day 1
- Options for dog control and out of hours service for regulatory services in the former East Dorset area to be reviewed by board
- Services are reviewing local schemes of delegation ahead of guidance and template being released by Legal and Democratic workstream
- Create communications plan for all Place services and review against other workstreams to ensure no overlap in audiences
- Corporate risk register and Brexit risk register to be reviewed by Place Board
- Place Board to agree approach for Partnerships with BCP impact

Next milestones

Milestone	RAG	Due Date	Target Date
Contacts and branding updates sent to Planning Portal	A	01/02/2019	11/02/2019
Harmonised non statutory activities Place fees	C	31/01/2019	
Agree harmonised Building Control and Planning notices and certificates	C	01/02/2019	
Planning validation local list harmonised	G	28/02/2019	
Land Charges data disaggregation for East Dorset and Christchurch	G	28/02/2019	
Branding arrangements in place for parking uniforms, PCNs, ticket rolls, machines and signs	C	31/01/2019	
Land Charges search routes in place	A	28/02/2019	
Responsibilities for grounds maintenance agreed with shadow Weymouth Town Council	C	31/01/2019	
Amalgamation of property records and production of list of Dorset Council property assets	G	28/02/2019	
Assets of community value register and guidance in place	C	28/02/2019	
East Dorset Car Park arrangements in place on day 1	G	28/02/2019	

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
173	Bridget Downton/ Mike Harries	18/10/2018	Reduction in service levels due to outcome of TUPE and stranded costs	Outcome of TUPE and stranded costs from disaggregation results in insufficient capacity for Dorset Council to deliver some place services from day 1. This could lead to reduction in service levels until issues are resolved.	4	2	8	Place Chairs have completed line management arrangements for staff who will not have a manager on day 1. This has been shared with HR and HoPs to review	Place Board	
256	Bridget Downton	12/12/2018	Existing Council projects in relation to application changes (for example DCP's Development Management iDox project) have run late.	This has resulted in 'go live' for a new system coinciding with vesting day. This may impact on implementation activities and capacity of teams.	3	3	9		Place Board	

Top Issue
Top Risk

WS9: CUSTOMER AND SERVICE CONTINUITY - PEOPLE THEME - STATUS UPDATE

Lead Member: Cllr Jill Haynes, Cllr Steve Butler, Cllr

Graham Carr-Jones, Cllr Andrew Kerby

Workstream Sponsor: Helen Coombes and Nick Jarman

Project Manager: Faye Brooks

Date: 1 February 2019

Workstream RAG

A



Overall Workstream Summary

Data disaggregation decision records for people systems are going through the governance process and being reviewed by People Board. The final policies list has been reviewed and agreed by the People Board. Cover sheets are now being drafted by service workstreams. Services have reviewed duplicate generic email addresses and naming conventions for these are being agreed with the ICT workstream, these addresses will then be used to update systems and templates in readiness for day 1. The TUPE lists have been scrutinised by People Board members to identify day 1 line management issues, proposals have been drawn up and sent to HR and HoPs to consider. Milestone for aligned disaggregation plan is red due to outstanding IT disaggregation plan for Mosaic (adults & childrens social care system) which is being worked through by the IT workstream.

Key Initiative Achievements (This Week)

- Housing Communications plan completed
- Service gap review information fed into HR
- Privacy notice templates and guidance received by Information Governance to allow services to draft statements to go on the Dorset Council website
- Data applications and Childrens services decision records to People Board including CSC protocol and archiving
- Address data EQIA screening completed
- OFSTED confirmation of no further actions received
- GRO Scheme signed

Next milestones

Milestone	RAG	Due Date	Target Date
Business rules for Adult services agreed	C	30/11/2018	
CSC case transfer protocol agreed	C	08/11/2018	31/01/2019
Clarify OFSTED registration arrangements	C	30/11/2018	31/01/2019
Aligned and agreed disaggregation plan across services, IT, HR, Finance for people theme disaggregation	R	10/12/2018	21/01/2019
Address data for disaggregation agreed (GIS)	A	30/11/2018	7/02/2019
Locata contract	G	31/01/2019	28/02/2019
Community Safety Partnership TOR	G	31/01/2019	07/02/2019
Libraries West disaggregation of data	G	31/01/2019	07/02/2019

Key Initiative Activities (Planned Next Week)

- Contract and partnership draft decision records
- Policy cover sheets to support approval
- Archiving status for adults
- Communication plans for day 1 changes
- Data cleansing & unstructured data approach into decision records

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
264	Faye Brooks	03 Jan 19	Links to IT workstream risk no: 259. Without a data disaggregation plan for 1st April 2019, there is a risk to service delivery/ continuity for Christchurch cases due to lack of access to data.	Service continuity/ safe and legal delivery of social care for adults and children's may be impacted for day 1.	5	5	25	Working with ICT workstream to understand and agree options available, impact and risks for day 1 delivery	Helen Coombes/ Nick Jarman	17 Jan 19

Top Risk

WS10: CORPORATE SERVICES & STAFF – CORPORATE- STATUS UPDATE

Lead Member: Cllr Tony Ferrari, Cllr Spencer Flower, Cllr Peter Wharf

Date: 1 February 2019

Workstream Sponsor: Jonathan Mair

Project Manager: Emma Wood

A

A

Overall Workstream Summary

Work is progressing well within Emergency Planning, Equalities, and Corporate Risk. The implementation plan and scope for the Communications Service Continuity workstream have been completed and are awaiting virtual sign off by COP 1st February. Workstream status remains at amber due to some finalising of work around the OOH information and this feeding into the Emergency Planning workstream. Performance Management have updated scheduled a work shop to focus on the day 1 performance management indicators framework. The corporate board have reviewed all the TUPE lists and identified any management gaps for day 1 and proposed any suitable solutions to address the issues. The lists have been fed back to HR.

Key Initiative Achievements (This Week)

- Completed implementation plan and scope for Communication Service Continuity workstream out for virtual sign off from Corporate Board.
- Emergency Response plan signed off at Corporate Board.
- Sandbags and Coastal flooding DR agreed at Corporate Board.
- Working group workshop for Performance Management in place for 5th February.
- Performance Management Implementation plan updated following working group meeting.
- Policy List agreed at Corporate board.

Key Initiative Activities (Planned Next Week)

- Corporate Risk policy statement being drafted.
- Review of Brexit Risk Register by Corporate Board on 6th February.
- Equalities policy being drafted.
- Corporate performance framework options work being drafted.
- Statutory Reporting list review to go to Corporate board for review and agreement this week.
- Performance Management working group meeting 5th February.
- Gather staff and customer impacts feedback from all boards.
- Report on OOH information to go to Corporate Board 6th February.

Next milestones

Milestone	RAG	Due Date	Target Date
Draft Equalities Policy	G	28/2/19	28/2/19
Draft risk management policy statement.	G	28/2/19	28/2/19
Dorset Council Emergency Response Plan approved	C	31/12/18	23/01/19
Map/consolidate existing performance metrics from across the current councils	G	14/02/19	14/02/19
Collate and analyse OOH information	A	11/01/19	31/01/19

Top Risk

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
237	Marc Eyre	15/09/18	Failure to agree and populate a command, control and coordination structure (Gold, Silver and Duty Emergency Planning Officer rosters) results in an inability to respond to an emergency effectively	Existing Command and Control Structure, with agreement to provide consistent training in advance of 1st April; agreement that Tier 2 and 3 posts JDs will include a Gold/Silver requirement; DEPO role to be undertaken by DCC EP team in the early days of Dorset Council	4	1	4	Existing Command and Control Structure, with agreement to provide consistent training in advance of 1st April; agreement that Tier 2 and 3 posts JDs will include a Gold/Silver requirement; DEPO role to be undertaken by DCC EP team in the early days of Dorset Council	Kirsty Riglar	

WS12: CUSTOMER AND SERVICE CONTINUITY – DISAGGREGATION - STATUS UPDATE

Lead Member: Cllr Jeff Cant
 Workstream Sponsor: Richard Bates
 Project Manager: James Howie

Date: 01/02/2018

Workstream RAG A

Overall Workstream Summary

Disaggregation is working through a wide range of elements to date. The main focus is ensuring that structured and unstructured data, all assets are transferred in a safe and legal way. The final list of assets transferring has been collated and in the process of going through the final confirmation process. An analysis of the TUPE list has taken place with regards the team structures for day 1 and how this will impact service continuity, including staff based in offices within CED and the mitigation of gaps within services is now being solutioned

Key Initiative Achievements (This Week) | Next milestones

	Milestone	RAG	Due Date	Target Date
<ul style="list-style-type: none"> Programme boards have completed the analysis of the TUPE lists to identify gaps and line structures Decision record for East Dorset services out of Civic offices agreed by SDC programme board. Communication being developed. Working with BCP to confirm the process in which case data is to be transferred Test data from Tech forge has been delivered to BCP for their review. Final list of assets completed for confirmation with SDC and BCP. 	Understand all unstructured data requirements from each service that requires disaggregation	C	31/01/2019	31/01/2019
	Service impact evaluation complete from TUPE lists	C	31/01/2019	31/01/2019
	Case Transfer Commences	R	31/01/2019	31/01/2019
	Confirm final list of all assets to transfer	G	15/02/2019	15/02/2019
	Assets & Case Transfer complete	R	29/03/2019	29/03/2019
	Service provisions for East Dorset confirmed	G	15/03/2019	15/03/2019
	Day 1 Applications in place	G	01/04/2019	01/04/2019
	<ul style="list-style-type: none"> Provide a detailed plan around the formation of the operational structure for the Christchurch Civic. Communicate to East Dorset Staff the implications of the decision record agreed on the 31st of Jan 2019 BCP to confirm their requirements for Christchurch local office's ICT structure for day 1.. Confirm requirements and timeframes for social care case transfer. Confirm with BCP their project plan around information transfer to their TECH FORGE. Ensure that all services are aware of the process that is required for transferring unstructured data. 			

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due	
Top Risk	259	Karen Perrett	2 Jan 19	BCP are working with Servelec to migrate Social Care data from DC to BCP. Servelec sent quote for work on 20 th Dec 18 but did not include a delivery plan.	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	5	25	The detailed data migration plan is due w/c 7 th January 2019.	Mark Smitton	11 Jan 19

WS12: CUSTOMER AND SERVICE CONTINUITY – CONTRACTS, PARTNERSHIPS, SLAS, GRANTS - STATUS UPDATE

Lead Member: Cllr Sherry Jespersen
 Workstream Sponsor: Matt Piles
 Project Manager: James Howie

Date: 1st February 2019

Workstream RAG A

Overall Workstream Summary

Partnership activity now focussed on agreeing partnership DRs with BCP element. Contract analysis is progressing, a number of complex/high risk disaggregated contracts have been identified jointly by DCC / BCP by 31st January, there is still a handful more to identify to be completed by BCP by 8th February. Communication plan, externally (suppliers) and internally, re invoicing DC is being finalised. A memorandum of understanding is being drafted by BCP to focus on the all disaggregated contracts. Confirmation that a legal review has occurred or in progress for all relevant partnerships and the funding has been agreed is in progress.

Key Initiative Achievements (This fortnight) Next milestones

- Draft memorandum of understanding is being reviewed by BCP and SDC monitoring officers and will confirm that this can be shared with procurement and services
- A large number of the contracts that are high risk/complex or are disaggregated to BCP have been identified. BCP to complete their element of the work.
- Continue analysis of Partnerships, with the focus on Partnerships with service delivery and BCP elements

Milestone	RAG	Due Date	Target Date
Identify all contracts with a disaggregated element to BCP	R	31/01/2019	15/02/2019
Partnerships actions agreed with BCP	C	14/01/2019	
Complete draft memorandum of understanding	A	31/01/2019	01/02/2019
Final Tricuro decision paper to People	G	27/02/2019	
Communication Plan for suppliers agreed	C	31/01/2019	
High-Risk/Complex Contracts identified	R	14/12/2018	08/02/2019
Partnerships reviewed with Legal	G	31/01/2019	07/02/2019
Partnership day 1 actions completed	G	01/03/2019	

Key Initiative Activities (Planned Next fortnight)

- Continue work on Partnerships, prepare decision records in conjunction with BCP
- SDC Communication plan to be confirmed by programme boards
- Legal programme board to confirm actions on the ensuring that all partnerships are legal for day.
- Finalise contract list to indicate all complex and disaggregated contracts that would require the memorandum of understanding to be applied.
- Complete draft memorandum of understanding for agreement by programme boards.

	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	228	CL	24/10/18	Contracts for service provision missed	High value/complex contracts should all be captured. However, there is risk that lower value contracts could be missed	3	1	3	Collation of all contracts into Accord Engagement with Senior Procurement officers Spend checking with SAP to identify any 'non-compliant' spend	JH	
Top Issue	245	CL	23/11/18	Splitting or Transfer of DCC contracts with Christchurch element to BCP	Agreed advice from BCP & DC Legal expected w/e 01/02/2019	0	Confirm legal position regarding Consequential Orders and impact on contracts with a Christchurch element			CL	31/01/19

WS12: CUSTOMER AND SERVICE CONTINUITY – DISAGGREGATION - STATUS UPDATE

Lead Member: Cllr Jeff Cant
 Workstream Sponsor: Richard Bates
 Project Manager: James Howie

Date: 1st February 2019

Workstream RAG



Overall Workstream Summary

Disaggregation is working through a wide range of elements to date. The main focus is ensuring that structured and unstructured data, all assets are transferred in a safe and legal way. The final list of assets transferring has been collated and in the process of going through the final confirmation process. An analysis of the TUPE list has taken place with regards the team structures for day 1 and how this will impact service continuity, including staff based in offices within CED and the mitigation of gaps within services is now being solutioned

Key Initiative Achievements (This Week) | Next milestones

- Programme boards have completed the analysis of the TUPE lists to identify gaps and line structures
- Decision record for East Dorset services out of Civic offices agreed by SDC programme board. Communication being developed.
- Working with BCP to confirm the process in which case data is to be transferred
- Test data from Tech forge has been delivered to BCP for their review.
- Final list of assets completed for confirmation with SDC and BCP.

Milestone	RAG	Due Date	Target Date
Understand all unstructured data requirements from each service that requires disaggregation	C	31/01/2019	31/01/2019
Service impact evaluation complete from TUPE lists	C	31/01/2019	31/01/2019
Case Transfer Commences	R	31/01/2019	TBC
Confirm final list of all assets to transfer	G	15/02/2019	15/02/2019
Assets & Case Transfer complete	R	29/03/2019	29/03/2019
Service provisions for East Dorset confirmed	G	15/03/2019	15/03/2019
Day 1 Applications in place	G	01/04/2019	01/04/2019

Key Initiative Activities (Planned Next Week)

- Provide a detailed plan around the formation of the operational structure for the Christchurch Civic centre.
- Communicate to East Dorset Staff the implications of the decision record agreed on the 31st of Jan 2019
- BCP to confirm their requirements for Christchurch local office's ICT structure for day 1..
- Confirm requirements and timeframes for social care case transfer.
- Confirm with BCP their project plan around information transfer to their TECH FORGE.
- Ensure that all services are aware of the process that is required for transferring unstructured data.

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 Servelec to migrate Social Care data from DC to BCP. Servelec sent quote for work on 20 th Dec 18 but did not include a delivery plan.	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	5	25	The detailed data migration plan is due w/c 7 th January 2019.	Mark Smitton	11 Jan 19

Top Risk

TRANSITIONAL STRUCTURES: STATUS UPDATE

Workstream Sponsor: Matt Prosser
 Lead Member: Cllr Rebecca Knox
 Project Manager: Leon Ainsworth

Date: 01/02/2019

Workstream RAG



Overview / Summary

Significant demands have been placed on the workstream since the start of Consultation due to the large numbers of queries coming in. The scale of queries have challenged the process, system and resources aligned to capturing, assessing and responding to the queries. Additional resources within the team are being trained up to assist in clearing the backlog and the Communication workstream have been engaged to manage messaging. Re-planning on key changes to the approach are underway with HR BAU teams albeit this process is delayed expectations are this will be closed out 08/02. Tranche 2 preparation underway with further detailed planning to take place w/c 04/02. Minor changes to documentation for stage 2 are underway making it red, however these are not material to Consultation.

Activity	Next milestones			
<ul style="list-style-type: none"> Planned group consultations undertaken and feedback captured Consultation re-planning for tranche 1 underway Logging, tracking, assessing and response to tranche 1 consultation queries Updating of Consultation documentation based on feedback FAQs, Selection process and Job Descriptions are uploaded to the SharePoint site Approach for full Job Description evaluations underway Engaged with Trades Unions to improve Equalities Impact Assessment (EQIA) Initial Tranche 2 preparation / planning underway 	Milestone	RAG	Due Date	Target Date
	Consultation Tranche 1 Started	C	15/01/19	21/01/19
	Consultation Plan Tranche 1 Signed Off	R	11/01/19	08/02/19
	Developing the Structure (Stage 2) Completed	R	31/01/19	08/02/19
	Consultation Tranche 1 Closed	G	08/03/19	08/03/19
	Updated Business Case Signed off	G	22/03/19	22/03/19

Next Steps

- Job Descriptions to be created for Tranche 2 (Will be determined through planning)
- Set-up follow-on consultation feedback sessions (w/c 04/02)
- Support Consultation and respond to queries (07/03)
- Begin set-up of Selection panel for interviews (Will be determined through planning)
- Continue with Job description evaluation approach

	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	R S	Mitigation Plan	Owner	Date Due
Top Risk	257	Leon Ainsworth	22/11/2018	Delays to consultation due to the speed of delivery and the level of engagement in the design stage	The timelines available to deliver the Transitional Structures workstream have not allowed for in-depth validation and engagement of conceptual structures. A deep dive of the business for any robust analysis has not taken place.	4	5	20	Updating and creating new reference documents to assist the understanding of the proposed structure to allow for more meaningful feedback. Follow-up group sessions will be held to run-through queries	Leon Ainsworth	08/02/19
Top Issue	277	Leon Ainsworth	31/01/2019	Consultation queries that have been sent into the SDC Consultation mailbox cannot be answered in timely manner.	Frustration and credibility concerns as individuals are unable to understand elements of the proposed structure. Leading to escalations within senior management.	4	3	12	Additional resources within the team are being trained up to assist in clearing the backlog and the Communication workstream have been engaged to manage messaging.	Leon Ainsworth	08/02/19

WS14: PHASE 3 TRANSFORMATION - UPDATE

Lead Member:
 Workstream Sponsor: Matt Prosser
 Project Manager: Mandy Bradley

Date: 23 January 2019

Workstream RAG: A 

Overview / Summary

Plans for Phase 3 are being reviewed to ensure that both timing and approach do not unduly conflict with Phase 2 and the Transitional arrangements. Work continues on the data gathering

Activity	Next milestones
----------	-----------------

Service budgets have been collated at a headline level; further work required to understand and validate these has been paused pending further plan and review				
	Milestone	RAG	Due Date	Target Date
	Transformation plan draft	C	31/10/18	
	Transformation resources in place	A	29/3/19	

Next Steps	Next milestones
------------	-----------------

	Vision and Strategic Priorities	C	31/10/18	31/12/18
	Core Operations Design	A	30/11/18	15/02/19
	Service Configuration	A	30/03/19	

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

--	--	--	--	--	--	--	--	--	--	--

Top Risk