Programme Headline	The first Shadow Council meeting was held, with huge thanks particularly to the Democratic Services Managers who brought forward all the preparation by two weeks and enabled a very smoothly and professional run meeting. This followed the early completion of the passage through Parliament of the Structural Change Order. We continue to monitor the legal action now launched by Christchurch Borough Council which may still impact the overall timeline. Scoping and discovery work has completed its first phase and the content used to support the planning detail for each workstream. Interim Statutory Officers have been appointed and the High Level Implementation Plan agreed at Shadow Council; more work will be required to add much more detail over the next month or so. The overall status is described as Amber - not all work is on track, but the programme will recover the lost time without risk to the overall timeline. Disaggregation work is nearing completion, albeit still a little behind schedule.	A

Key Achievements This Period	Discovery and service continuity workshops phase completed. Interim Statutory Officer selection process completed. Permanent Chief Executive Process underway - adverts and editorial content being prepared, following Shadow Dorset Council approval to proceed. First full Shadow Dorset Coucncl Meeting held Shaping Dorset Council working brand established for the LGR Team	Key Objectives Next Period	A plan of works for each workstream to be clearly defined and resourced in a joined up approach from across the Councils. Disaggregation process outcomes approved by Joint Task & Finish Group Shadow Committees established

Workstream	Status	Status Summary	Activity Updates		Key Activity Complete	Overdue Activity	Next Steps
Phase 1: Disaggregation **Sponsor: Debbie Ward**	A	The Disaggregation service reviews are complete with final meetings to agree the last 5 templates. Work ongoing on Balance Sheet and assets/liabilities which has delayed its completion. The final Joint Task and Finish group is scheduled for 25th June	Service Disaggregation	G	Templates Complete; final reviews underway		Sign off completion
			Balance Sheet and Funding Disaggregation	A	Positions being discussed and areas not yet agreed.	Balance Sheet sign off	
			Reserves and Balances	A		Agree final details	
			Assets	A		Agree final details	
			Insurance	A		Agree final details	
			Capital schemes	A		Agree final details	
			Adult service historical debt	A		Agree final details	
			Borrowing/investments/ capital finance	A		Agree final details	
			Aggregations of Budgets	G	Complete		
			Christchurch and East Dorset Dissolution of Partnership	G	Complete		
WS1. Legal **Sponsor: Debbie Ward**	G	The programme remains on track with the first meeting of the Shadow Council completed and the election of Chairman, Vice Chairman and interim Statutory Officers. Meetinhs scheduled for Shadow Executive with first meeting on the 18th June.	Create Shadow Authority	G	The Shadow authority is now in place with officers elected. The first meeting has taken plac with the MHCLG to discuss the staffing and financial consequential orders and we await submission of their first draft and a confirmed timeline for local consultation leading to laying before Parliament. The LGBCE have completed briefings to the parish councils (11th June) on the process they will follow and inviting councillors to make comments once the proposal has been published on the 3rd July. Additional resource has been identified for the Shaping Dorset Council team to focus upon Policies, Contracts and Partnerships. Further work has been completed on the Governance Task and Finish Group Forward Plan.		A meeting will be held this week with the MOs and Democratic Services Manager sto review the draft project plan, and to assign ownership. A broiefing meeting will be held with Cllr Alford in advance of the next scheduled meeting of the Governance Task and Finish Group meetng planned for 21st June.
			Elections	G			
			Establishment of legal governance of the new Council	N			
			Policies	A			
				G			
			Service safety				
			Statutory functions	G			
WS2. Finance **Sponsor:** **Jason** **Vaughan**	G	Jason Vaughan has taken over as Sponsor of this Workstream in line with his new position as Interim S151 Officer for the Shadow Council. Six startup meetings have been held to progress individual work packages and projects including Fees/Charging, Procure to pay, Chart of Accounts. Initial discussion has been held with IT colleagues to ensure dependencies with that Workstream are picked up in a timely manner. Finance officers in all departments across all 6 Councils are working together on one Sharepoint site to finalise the method statements for all finance projects and to inform the Finance	Bank Account	G	*Initial discussions are being held with the different banks used by all the organisations to understand the requirements here and to refine the programme.*		*Decision by HMRC on what PAYE Reference numbers can be used – We are employing PSTax to assist and the pre-start meeting is held 12/6/18. This work will impact on the work required to migrate data. Mapping of dependencies to other Workstreams has started using information gathered from the workshops.* *Workshops on Banking/Treasury and Revs & Bens are booked in the next 2 weeks, and initial SAP demos have been arranged for both S151 officers and relevant staff.* *A meeting is planned on 19th June with Portfolio Holders on Partnership funding*
			Integrated Finance System	G	*Programme Board made a Decision to continue to use existing system but use SAP as the primary system for General Ledger information.*		
			Budget Setting	G	*Budget Task & Finish Group tasked Finance Officers with producing draft suggestions for balancing the 2019/20 budget from each sovereign council to bring back to them for discussion at their next meeting on 29/6/18.*		
			Training	G	*Training will be rolled out once changes have been made to the financial applications to be used - programmed for near the end of the financial year*		
WS3. HR and Workforce **Sponsor: David McIntosh**	A	A HR Lead has been appointed for the workstream to manage the HR elements of the programme and to understand the key HR interdependencies with the other workstreams. TUPE plan has been developed with BCP alongside a monitoring process which includes consultation with trade unions. An agency has been appointed to manage the Chief Executive appointment process which has commenced following approval at the First Shadow Council meeting. Interim Statutory Officer roles now appointed to. TUPE methodology for assigning roles to TUPE lists agreed and signed-off. Designated Project Manager assigned to HR workstream	Existing workforce and TUPE process	A	TUPE milestones have been agreed. Dependencies have been mapped. T&Cs and policies have been collated across all authorities and analysis is underway for day 1 impact. Process for assigning roles to TUPE lists agreed. TUPE comms plan agreed and initial comms disseminated to workforce 11th June Terms and Conditions workshop held and draft measures for T&Cs have been identified.		Dorset area policies workshop being held on 27/06/18 to finalise policy analysis. Managers' TUPE briefings to be held w/c 18th and 25th June. School briefings for Head teachers and their SMTs being held w/c 25th June Workshop for HR employees being held early July.
			New workforce employed from day 1	A	T&Cs and policies collated and reviewed. Opportunities for day 1 considered.		Workshop to scope HR day 1 requirements being held 3rd July.
			Day 1 operational structures	R			Senior staffing structure to be agreed.
			Appointment to interim statutory roles	G	Appointments made and approved by shadow council 7th June		
			Appointment to new Chief Executive role	A	Process for new Council Chief Executive agreed and consultants engaged to manage recruitment. Microsite built and advert live w/c 11th June		EOI closing 6th July Final assessment scheduled mid-Sept Shadow council ratification by end Sept
			Trade Union Engagement	G	Fortnightly meeting schedule complete. New TOR drafted for phase 2, forward plan developed linked to TUPE milestones. Initial engagement undertaken on TUPE methodology Additional facilities time provided		TU relationship protocol to be discussed at next meeting 28th June EqIA for TUPE being shared Draft list of T&Cs and outline measures being shared

Workstream	RAG	Commentary	Work Package	RAG	Status	Dependencies/Issues	Next Steps
WS4: Customer and Services Sponsor: TBC (Programme Board)	A	Service Continuity Workshops have been held, and information has been received from DCC for Adults and Children's Services. Information captured from the workshops has been drawn into a matrix structure for grouping key questions, decisions and dependancies between services to ensure continuity is maintained from day 1. Consolidation of key questions has been completed and responses will enable individual service areas to draft implementation plans in preparation for a Service Continuity Forum w/c 9th July.	4.1 Service mapping and review	A	13 x service workshops held over three week period to identify what is required to enable services to continue to function on Day 1. Output from all workshops collated, core questions consolidated		Responses to core questions to be provided to programme team by 15th June. Workshop for core workstreams to identify day 1 requirements will be held prior to the service continuity forum scheduled for w/c 9th July. Each service area to complete their respective draft implementation plan by 29th June. A full risk profile will be developed.
			4.2 Customer impact assessment	A	EqIA recommendation provided for each service function.		Liaising directly with EqIA team and services within implementation to ensure impacts and risks are captured, recorded and mitigated
			4.3 Equalities duties	A	As above		
			4.4 Web content review	A			
			4.5 Partnerships	A			There will be an opportunity to meet with partnerships but this will follow the finance disaggregation work to understand the accountable authority. The Councils contract work will also inform the discussions required with Partnerships.
WS5. ICT Sponsor: Matt Prosser	A	The Governance for the ICT Workstream has been agreed and the first ICT Strategic Board will take place on 12th June. ICT Lead officers and partner representatives have been identified for each work package. Scoping documents for each work package will be produced in time for the ICT Strategic Board meeting.	ICT disaggregation	A	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.		Create scoping document for the workstream. Create individual plans for each work package to feed ino the overall ICT Workstream plan.
			ICT implementation plan	A	In progress		
			ICT infrastructure	A	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.		
			ICT applications and data: corporate	A	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.		
			ICT infrastructure and data: business	A	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.		
			ICT service delivery	A	ICT Lead officer and representatives from partners for this work package are now in place. Scoping of work package being progressed.		
			Intranets	A			
			Public facing website infrastructure	A			
WS6. Information Governance Sponsor Steve Mackenzie	A	First meeting of the Board held Wednesday 13th June. Workshop to be organised to test the work packages identified.	IG Framework	N			
			Information Security	N			
			Transparency/Openness/ DP	N			
			Records Management	N			
WS7. Communications and branding Sponsor: Matt Prosser	A	Two communications officers have been recruited to help develop and deliver communications and engagement activity with stakeholders through a variety of means to support the delivery of the LGR programme. LGR communication leads and their teams from across the Dorset Area councils are also continuing to support and assist. Work has commenced on scoping the branding requirements for the new authority. A project team and task and finish group are being set up to progress this work. Work has progressed on meeting the objective in the communications plan of delivering communications which people understand and support. A number of channels are in the process of being established or rescoped. Meetings are taking place with key stakeholders to establish/build relationships, forward plan messaging and map out their channels and audiences. Essential to the next stage will be raising awareness of the programme and encourage people to actively find out more and have their say. To engage on a far reaching and complex programme, covering sensitive issues, is a significant challenge and stakeholder mapping is ongoing which will be used to refine the communications and engagement plan. An engagement calender is being populated and key milestones mapped.	**Day 1 Communications**	G			
			Branding a) Shadow Council b)Interim branding arrangements c) Branding for new authority	G	a) Shadow Council branding complete b) LGR Programme Interim Branding Arrangements draft paper complete. c) Branding requirements for new authority currently being scoped.		Branding requirements for new authority report currently being prepared. Funding to be agreed.
			Digital channels for new authority (website, intranet, social media accounts)	G	Joint workstream between ICT & Communications		Digital channels for new authority currently being scoped.
			Communications - service continuity	G	his work is currently being progressed through the LGR communications group which has lead communications officers from each Dorset Area council		Scope to be agreed as part of customer & services workstream. Support services workshop taking place Friday 1 June
			Communications to support delivery of LGR programme	G			
			Internal communications & engagement (employees & members)	G	Being developed through wider member engagement task and finish group & LGR communications group		Report to go to programme board - date tbc
			External communications & engagement strategy	G	Being developed through wider member engagement task and finish group & LGR communications group		Report to go to programme board - date tbc
			Establish channels (see a-e below)	G	Ongoing		
			a) SharePoint (employees but accessible to members also)	A	Build commenced on sharepoint site. Content currently being populated.		Go live W/C 18 June
			b) WordPress (wider public)	G	The website has been refocused for shadow council		
			c) modgov extranet (member briefings)	G	currently being created - there will be a library facility for LGR member briefings & newsletters		Go live by mid-June
			d) social media (wider public)	G	Refocused for shadow council		
			e) newsletters fortnightly (employees & members)	R	2 editions have been issued.		Next edition due
Phase 3: TBC (Keith Cheesman)	A	The plan was designed to start delivery in May 2018 but only approved to proceed in June therefore is behind schedule. Reviewing schedule with supplier over next period.	Development of target operating model	A	Proposal in from supplier. Approval from board to proceed.	Contract with supplier	Make sure contract in place with supplier. Review initial dates proposed.
			Design a transformation programme to deliver the ambitions of the interim operating model	N			
			Development of an interim corporate plan	N			
			Delivery of the People Plan activities	A	Activities being loaded on to SharePoint site, SLA being develoed with 'Steps 2 Wellbeing', 'Five ways to wellbeing' sessions booked and in events calendar on SharePoint (SP) site, wellbeing assessment ready to go out via site, conversations happening with Insights to get going.	General delay due to delayed papers at board (due to earlier than expected Shadow Council/ Shadow Executive meetings).	Manage activities when SP live. Identify 'inspire' presenters.

Risk & Issue Profile

Programme risks, issues, assumptions and dependancies is currently being drawn up by the Programme team. High level risks and mitigations below

Risk	Workstream	Owner	Unmanaged RAG	Mitigation	Current RAG	Further Action
Insufficient capacity/resources to deliver the programme within timescales (project slippage)	HR & workforce	Keith Cheesman	RED	Programme team posts appointed into, include Programme Director. Project Management roles appointed and coming into place. Project Support Officer role has been apponted, awaiting a start date.	AMBER	Partner authorities to ensure that any further support required by programme office is made available. PA role still to be appointed to. Scoping workshops will identify further resource requirements.
Failure to establish early decision-making processes	Legal & Democratic	Keith Cheesman	RED	Joint Area Committee, Governance Task and Finish group established and working well.	AMBER	Future consideration for Change Advisory Board
Failure to understand full statutory responsibilities of merging authorities creates an exposure to legal challenge	Legal & Democratic	MOs	RED	Programme contains legal and governance workstream tasked with examining Corporate legal requirements. Service continuity workshops planned to identify service specific legalities	AMBER	Service workshops will reduce risk exposure
Interdependencies with other government bodies causes delays (HMRC Paye Number etc)	Finance	Keith Cheesman	RED	Appropriate advice agencies being sought	AMBER	Decisions to be taken following receipt of advice
Failure to inform or consult meaningfully. Employers are liable for up to 13 weeks gross uncapped pay for EACH employee affected by the transfer	HR & workforce	Keith Cheesman	RED	Trade Union and Employee communication and engagement established as part of the HR Workstream. TU forum in place. Fortnightly meetings booked.	AMBER	
Drop in services levels during transition	Customer and Service continuity	Programme Board	RED	Service Continuity workshops planned	AMBER	Appropriate involvement of subject matter experts across all preceding councils will support the detailed work through each of the workshops and planning phases in order to minimse the risks

Support required from Shadow Executive Committee to enable delivery

None at this time