

OVERALL PROGRAMME STATUS – DATE: 27 FEBRUARY 2019

Overall status	◀A▶	Scope	◀G▶	Budget	▲A	Time	◀A▶	Resource	◀A/G▶	Stakeholder	◀A▶	Risk & Issue	◀A▶
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Entering the final five weeks; intensity continues to be on ensuring safe and legal for day one; daily team review process still in place, milestone reporting in this report is now at a weekly level with more granularity. A major milestone for Dorset Council was met on 21/2 with the budget being set. Two further significant milestones have been reached with the Full Council approval of members allowances and the calendar of meetings for the first year of Dorset Council.

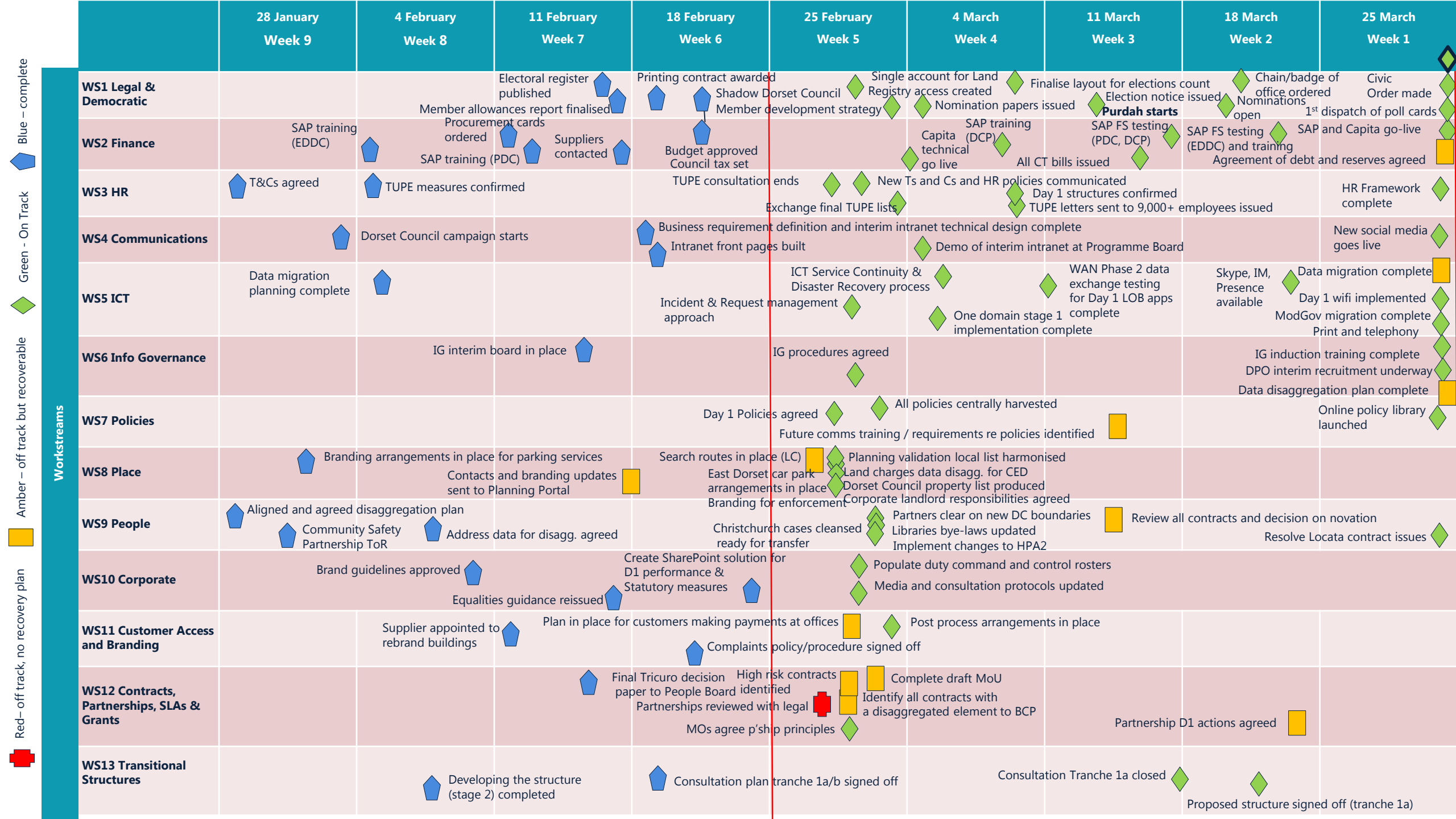
The Transitional Structures workstream is recovering ground on unanswered queries raised with new resources applied; the change of consultation approach will enable the Corporate Director layer to be resolved, increasing the stability of the organisation, earlier on.

Data migration work continues, with an agreement on the solution to mitigate the difficulties for day one now in place.

Partnership activity now focussed on agreeing partnership Decision Records with BCP, at time of writing there are a few still outstanding.

Programme status remains at Amber

Return to Green	↔	Contracts and Partnerships resolving outstanding actions. Service Continuity implementations delivering against the plans.	
Change Requests	↔	No new change controls in progress.	
Resources	▲A	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 Risk	5-3 15	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.	Interim & contingency solutions agreed, interim solution currently on track. Work continues on permanent solution to disaggregate all Christchurch social care data to BCP..



WS1: LEGAL AND DEMOCRATIC - STATUS UPDATE

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

Date: 27/02/2019

Workstream RAG

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Overall Workstream Summary

Two significant milestones have been reached with the Full Council approval of members allowances and the calendar of meetings for the first year of Dorset Council. There are still ongoing discussions with the planners over the location of Area Planning Committees. The Elections plan has also taken a significant step forward with the appointment of Electoral Reform Society as the successful supplier for printing election material, which has allowed the level of risk to be ramped downwards..

Key Initiative Achievements (This Week)

- Approval of Members Allowances
- Approval of the calendar of meetings
- Appointment of Electoral Reform Services as supplier for election printing material
- Development of a strategy with the Monitoring Officers around partnerships and joint arrangements
- Dem Services managers drafting a communication to go to 190+ external bodies
- Contact with the College of Heralds on the process and timescale for transferring the Dorset arms – response from the College awaited.
- Quote obtained and accepted for modifications to the Chairman's Chain of Office
- Layout of council meetings finalised but there is still some unease over the limited public space and the relative easy access of members of the public to the floor of the council chamber.

Next milestones

Milestone	RAG	Due Date	Target Date
Electoral register published	C	February 2019	February 2019
Members Allowances report finalised	C	February 2019	February 2019
Calendar of meetings approved	C	20 February 2019	
Members Allowances approved	C	20 February 2019	
Printing contract awarded	C	18 February 2019	
Member development strategy	G	27 February 2019	
Create single account for Land Registry access	G	27 February 2019	
Issue nomination papers	G	4 March 2019	
Finalise count layout	G	4 March 2019	

Key Initiative Activities (Planned Next Week)

- Partnerships review with Monitoring Officers
- Follow up with College of Heralds
- Clarification of accounts for Land Registry and HM Court and Tribunal Service
- Revised date for meeting with Group Leaders on Member Development and Induction (postponed from 22nd February)

Top Risk

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
			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.	2	4	8	21/02/19 While the political climate remains volatile, the likelihood of a snap election reduces as we draw closer to the 1st April and therefore we have reduced the risk level.		

Top Issue

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

WS2: FINANCE- STATUS UPDATE

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

Date: 27/02/2019

Workstream RAG A 

Overall Workstream Summary

The 2019/20 Budget for Dorset Council, Council tax, Local Council tax support scheme and Capital & Treasury strategies were all approved at the Shadow Dorset Council meeting held on 20th February 2019.

Key Initiative Achievements (Last fortnight)

All suppliers were sent an e-mail telling them about Dorset Council and who they should invoice from 1st April 2019. Letters will follow shortly to the much smaller number of suppliers not on e-mail. The last of three all-Member seminars to explain the budget and answer questions was held in advance of the Shadow Dorset Council meeting.

Next milestones

Milestone	RAG	Due Date	Target Date
E-mail to all suppliers	C	15/02/19	15/02/19
Budget approved	C	20/02/19	20/02/19
Treasury Strategy & practices approved	C	20/02/19	20/02/19
Capita cash receipting – go-live for staff	G	04/03/19	04/03/19
Council tax bills all sent	G	13/3/19	13/3/19
SAP “feeder systems” testing complete	G	22/03/19	22/03/19
All finance staff trained in SAP system	G	31/03/19	31/03/19
Actual go-live for SAP system	G	31/3/19	31/3/19
Actual go-live for Capita 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)

The cash receipting system for Dorset Council – Capita - will complete testing and go-live for staff. Actual go-live for Capita won't happen until the end of March. Council tax bills will be sent to all residents of Dorset Council in batches – the process is due to start on 7th March and complete on 13th March 2019. Business rates bills are due to be sent out after Council tax bills. Training will complete on 5th March for all relevant staff on the e-requisition form used for the SAP system for ordering items and suppliers. Testing of the general ledger interfaces to SAP from the district systems have already started and are due to complete on 22nd March.

Top Issue	ID	Raised By	Date Raised	ISSUE Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
	106	Jason Vaughan	July 30th 2018	Dorset Council is unable to set a balanced budget for 2019/20	2019/20 budget approved					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

WS4: COMMUNICATIONS - STATUS UPDATE

Lead Member: Cllr Graham Carr-Jones

Workstream Sponsor: Matt Prosser

Project Manager: John Alexander

Date: 27/02/2019

Workstream RAG

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Overall Workstream Summary

Continued good progress with development of interim intranet: business requirements are now captured, the software is installed and build is underway. We are on track to demo the solution to Programme Board on 6 March. Managers' Forum on 15-02-19 was well received and formed the basis of wider staff communications about Transitional Structures.

Key Initiative Achievements (This Week)

- **Launching the New Council** – Customer awareness raising campaign continues until 15 March, including Social media campaign, ads on vehicles, radio campaign, member/ partner briefings etc. Following Shadow Council on 20-02, public information campaigns now underway re. budget, council tax, and local elections.
- **Intranet** – Business requirements capture process via theme boards/ workstreams complete. Site build underway.

Key Initiative Activities (Planned Next Week)

- **Internal Comms** – Sequence of key messages on staff/customer impacts finalised
- **Intranet** – Technical design complete, front pages built, and Business Requirements identified and frozen

Next milestones

Milestone	RAG	Due Date	Target Date
Dorset Council campaign launched	C	15 Jan	1 Feb
Business requirement definition and interim intranet technical design complete	C	31 Jan	19 Feb
Intranet front pages built	C	15 Feb	25 Feb
Demo of interim intranet at Programme Board	G	6 Mar	

Top Risk	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	R	S	Mitigation Plan	Owner	Date Due
		283	JA	1	There is a risk that Intranet Content requirements will be incompletely/ inadequately provided in time for the interim intranet to fully meet business need	Staff unable to access all of the information they require via the intranet	2	2	4		Content requirements now identified and content being collected as a matter of urgency.	John Alexander
Top Issue	ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan				Owner	Due Date

WS5: ICT WORKSTREAM - STATUS UPDATE

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

Date: 27/02/2019

Workstream RAG:

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Overall Workstream Summary

The ICT workstream work packages are currently reporting as follows: Collaboration, Day 1 Applications, 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 Decision Request (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 21/02
Further 29 Decision Requests drafted and under review before moving through programme governance
- Moving to daily updates on DR and delivery progress in the Data Disaggregation update spreadsheet
- Confirming timeline for remaining Decision Requests through governance
- Complete DRs for CRM, commercial offerings, ICT service continuity & out of hours 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

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	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

WS6: INFORMATION GOVERNANCE - STATUS UPDATE

Lead Member: Cllr Simon Tong
 Workstream Sponsor: Steve Mackenzie
 Project Manager: Sue Howard

Date: 27/02/2019

Workstream RAG:



Overall Workstream Summary

Focus has been on data disaggregation and the Information Security review and sign off of the proposed solution. Additionally good progress has been made in identifying those migrations which may require a Data Protection Impact Assessment. Those identified will be signed off by the Data Protection Officer by the end of the month

Key Initiative Achievements (This Week)

- New IG Board agreed and signed off
- IG online training portal reviewed for training members and employees
- Cyber security requirements being awaiting review
- Intranet requirements for WordPress IG compliance agreed.
- Review and sign off of applications requiring data disaggregation progressing well.
- Review of applications requiring Data Protection Impact Assessments finalised and due for sign off by end of month
- Historical data retention for Christchurch residents being discussed and options reviewed

Next milestones

Milestone	RAG	Due Date	Target Date
Data disaggregation plan agreed	A	31/12/2018	31/3/2019
IG induction training complete	G	31/3/2019	
Information Commissioners Office (ICO) registration for members	G	2/5/2019	
Procedures agreed	G	28/2/2019	
DPO interim recruitment underway	G	31/3/2019	
IG Interim Board in place	C	14/2/2019	
IG member training complete	G	15/5/2019	

Key Initiative Activities (Planned Next Week)

- Finalise training material for both members and employees
- Progress with data disaggregation review and sign off
- Complete data breach process ready for intranet
- Complete Individual Rights process ready for intranet
- Meet Officers to discuss the induction day for member training

Top Risk	ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
	92	IG Board	1/8/2018	Migrated data may be incorrect	Errors may occur with the data and in particularly the risk is greater around sensitive data which may result in erroneous decisions regarding children and vulnerable adults	5	3	15	Sign off required by all data owners to confirm the data is correct.	IG Board	TBC

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

Lead Member: Cllr Mary Penfold, Cllr David Walsh, Cllr Daryl Turner, Cllr Anthony Alford
 Workstream Sponsor: John Sellgren and Bridget Downton
 Project Manager: Emily Hallett

Date: 27/02/2019

Workstream RAG:



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 Heads of Paid Service (HOP) to consider.

Key Initiative Achievements (This Fortnight) Next milestones

- 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 Dorset Waste Partnership (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

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	

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

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: 27/02/2019

Workstream RAG: A 

Overall Workstream Summary

Focus continues to be on implementation plan actions, ensuring any items with an overdue date are mitigated or raised to the appropriate level based on impact of delay. Amber areas for milestone reporting assessed for impact to day 1 delivery, with no issues being identified.

Communication plans for each service area are being either created or reviewed to harmonise across the theme and the corporate external communication campaign.

Decision records for IT applications continue to progress through the people board. The Mosaic application for adults and children's services now has an agreed primary and contingency solution for the interim day 1 approach. Status remains amber linking to the IT workstream for delivery of mosaic, alongside overdue milestones as described below.

Housing face to face service delivery for day 1 from Allen view House in progress, with a paper due to 28th February people board for approval.

Key Initiative Achievements (This Week)

- Mosaic interim solution agreed at programme board
- Duplicate generic email addresses agreed for the people theme
- Communication plans being completed by workstream co-ordinators
- Policy cover sheets being completed by workstream co-ordinators
- Cabinet forward plan feedback into legal workstream
- Customer journey changes feeding into customer access workstream
- EQIA screening templates for case transfer protocols completed
- Data cleansing for disaggregation of data commenced

Key Initiative Activities (Planned Next Week)

- Policy cover sheets deadline
- Communication plan & customer journey impacts deadline
- Data cleansing continuation
- HPA2 and locata changes confirmed
- Training for system changes
- Archiving position to be confirmed
- Tell Us Once position to be confirmed
- Forward planning for final board meetings

Next milestones

Milestone	RAG	Due Date	Target Date
Aligned and agreed disaggregation plan across services, IT, HR, Finance for people theme disaggregation	C	10/12/2018	
Resolve Locata contract issues	G	29/03/2019	
CQC and key partners are clear about administrative boundary of new council	G	28/02/2019	
Christchurch cases to be cleansed	G	28/02/2019	
Review all contracts and decision on novation to be made	A	31/01/2019	14/03/2019
Implement changes to HPA2	G	28/02/2019	
Implement housing software configuration changes	G	28/02/2019	
Disaggregation of data for Active 4 Health & Activate	A	31/12/2018	01/03/2019
EDDC data available on Gladstone	A	31/01/2019	23/02/2019
Library Bye-Laws updated	A	31/01/2019	28/02/2019
Ensure that lines of responsibility for Premises Related Persons and Directorate Duty Holders are clear for new Council and continue	A	31/01/2019	TBC – Waiting for Place Co-Ordinator to confirm

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	3	15	Working with ICT workstream to understand and agree options available, impact and risks for day 1 delivery	Helen Coombes/ Nick Jarman	31 Mar 19

Top Risk

WS10: CORPORATE SERVICES & STAFF – CORPORATE- STATUS UPDATE

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

Workstream Sponsor: Jonathan Mair

Project Manager: Nina Coakley

Date: 27/02/2019

Workstream RAG:

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Overall Workstream Summary

Activity has been focussed on enhancing the equalities monitoring within the programme team. A review of equality impact assessments has been undertaken and a screening tool will now be required to ensure assessments are being undertaken appropriately and in liaison with Equality Leads. Further activity is underway in the development of measures for the new Council to measure the impact of transition on customers. A plan is in place to identify the changes and a workshop planned to develop daily, weekly and monthly measures for the first 90 days of Dorset Council

Key Initiative Achievements (This Week)

Emergency Response plan approved by Shadow Executive Committee 11/02/19
 -Programme Board approved revision to Command and Control Structure
 -Consolidated Risk Register developed with input from Theme Board and Workstreams
 -Implementation plan and scope for Communication Service Continuity workstream signed off
 -Workshop for Performance Management day 1 measures and statutory reporting held on 5th February
 -Customer and employee impact assessment developed for workstreams to add identified changes
 -Brand guidelines have been approved
 -Process for recruiting Local Authority Liaison Officer (LALO) for East Dorset agreed.
 Equalities policy drafted and approved by Corporate Board

Key Initiative Activities (Planned Next Week)

- Commence LALO recruitment for East/Purbeck areas.
- Develop interim Gold/Silver rota and roll out training dates.
- Corporate risk management strategy to be developed
- Out of Hours provision to be circulated to People and Place Boards following sign-off
- Statutory Reporting list to be finalised and mechanism for collecting & analysing data from day 1 agreed.
- Customer and employee impact assessment completed
- Day 1 measures to be drafted
- Resolve communications design service resource and charging issue for day 1.

Next milestones

Milestone	RAG	Due Date	Target Date
Brand guidelines approved	C	07/02/19	07/02/19
Review and reissue equalities process guidance	C	15/02/19	15/02/19
Create SharePoint Solution for day 1 performance and statutory measures	C	22/02/19	22/02/19
Populate Duty Command and Control rosters – including existing Gold and Silver Officers	G	28/02/19	28/02/19
Media protocol, Consultation Protocol, Social Media Protocols all updated for Dorset Council	G	28/02/19	28/02/19

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: 27/02/2019

Workstream RAG A

Overall Workstream Summary

Partnership activity now focussed on agreeing partnership decision records with a 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 28th February. Communication plan, externally (suppliers) and internally, re invoicing DC has been finalised. A memorandum of understanding is being drafted by BCP to focus on the all disaggregated contracts.

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
- BCP continuing work with regards reviewing all contracts with a disaggregated element.
- Draft principles around the continuity of identified partnerships and working arrangements drawn up for agreement with the Mos.
- Communication to suppliers commenced.

Milestone	RAG	Due Date	Target Date
Identify all contracts with a disaggregated element to BCP	A	31/01/2019	28/02/2019
Monitoring officers to agree partnership principles	G	28/02/2019	
Complete draft memorandum of understanding	A	31/01/2019	28/02/2019
Final Tricuro decision paper to People board	C	27/02/2019	14/02/2019
Communication to suppliers commenced	C	18/02/2019	
High-Risk/Complex Contracts identified	A	14/12/2018	28/02/2019
Partnerships reviewed with Legal	R	31/01/2019	28/02/2019
Partnership day 1 actions completed	A	01/03/2019	23/03/2019

Key Initiative Activities (Planned Next fortnight)

- Monitoring officers to agree principles for the non disaggregated partnerships.
- Legal programme board to confirm actions on the ensuring that disaggregated 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.

Top Risk

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

ID	Raised By	Date Raised	Issue Description	Impact Statement	S	Resolution Plan	Owner	Due Date
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: Sarah Parker
 Project Manager: James Howie

Date: 27/02/2019

Workstream RAG

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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)

- Identify the changes in service delivery for East Dorset.
- Communication to Civic Centre staff delivered around the outcome of the decision record for East Dorset staff.
- Working with BCP to confirm the process in which case data is to be transferred
- List of laptops and ICT confirmed to be transferred to BCP.
- Agreed that no mobile phones will be transferring to BCP

Next milestones

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	C	31/01/2019	22/02/2019
Confirm final list of all assets to transfer	A	15/02/2019	15/03/2019
Assets & Case Transfer complete	A	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)

- Final list of assets to be transferred to BCP to be agreed
- Review and implement actions to ensure the new service delivery for East Dorset is achieved.
- 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	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

TRANSITIONAL STRUCTURES: STATUS UPDATE

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

Date: 22/02/2019

Workstream RAG



Overview / Summary

Timeline for the split of Tranche 1 in 1a (Corporate Directors) and 1b (Heads of Service and Service Leads) approved by the workstream board and a plan to support the delivery is being built. Discussions with Trade Unions continue in terms of the Job Evaluation framework, Notice for Dismissal timeline and the Equalities Impact Assessment (EQIA). Resource concerns raised with the programme management to ensure capacity and availability of key resources in the upcoming weeks/ months to deliver the activities against the proposed timeline. The improved process and procedures for consultation feedback have produced the following statistics: Total number of queries 449, open queries 194, closed queries 255, responses sent in past fortnight 217. The Group feedback follow-up session with HR was cancelled due to half term and non-availability of attendees and has been re-scheduled for next week. Further documentation has been released to the Consultation SharePoint site to support feedback and understanding.

Activity	Next milestones			
<ul style="list-style-type: none"> Group feedback sessions continue (HR part II re-scheduled 27/02, Waste 05/03) Logging, tracking, assessing and responding to tranche 1 consultation queries continues Updating of Consultation documentation based on feedback continues Voluntary Redundancy queries being captured Walk-through and Budget Savings documents published to support proposed structure feedback Generic job descriptions drafts are complete these will enable Job Evaluations to take place. 	Milestone	RAG	Due Date	Target Date
	Consultation Timeline Tranche 1a/b Signed Off	C	19/02/19	19/02/19
	Consultation Tranche 1a Closed	G	18/03/19	18/03/19
	Proposed Structure Signed off (Tranche 1a)	G	22/03/19	22/03/19
	Consultation Tranche 1b Closed	G	25/04/19	25/04/19
<h3>Next Steps</h3> <ul style="list-style-type: none"> Set-up follow-on consultation feedback sessions as required (Ongoing) Support Consultation and respond to queries Begin set-up of Selection panel for Corporate Directors interviews (Will be determined through planning) Complete generic Job description framework (22/02/19) Define and agree resources for implementation of new structure. 	Interview Corporate Directors	G	26/04/19	26/04/19

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.	3	4	12	21/02: Group feedback sessions are proving to be very effective in assisting the at risk roles and management to understand the structural proposals and the financial envelope that these proposals are based on. The extension to the Tranche 1b timeline will assist in creating greater clarity.	Leon Ainsworth	01/03/19
	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.	3	2	6	21/02: The positive impact has continued this week with a further 117 queries being answered. A total of 255 queries closed with 194 still open. The team continues to make good progress	Leon Ainsworth	01/03/19