

OVERALL PROGRAMME STATUS – DATE: 13 MARCH 2019

Overall status		Scope		Budget		Time		Resource		Stakeholder		Risk & Issue	
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Overall status remains at amber, with significant areas progressing the last remaining elements of their implementation plans. In ICT, progress continues to be on-track to migrate the agreed data across to BCP and considerable progress on decisions and delivery of day one functionality.

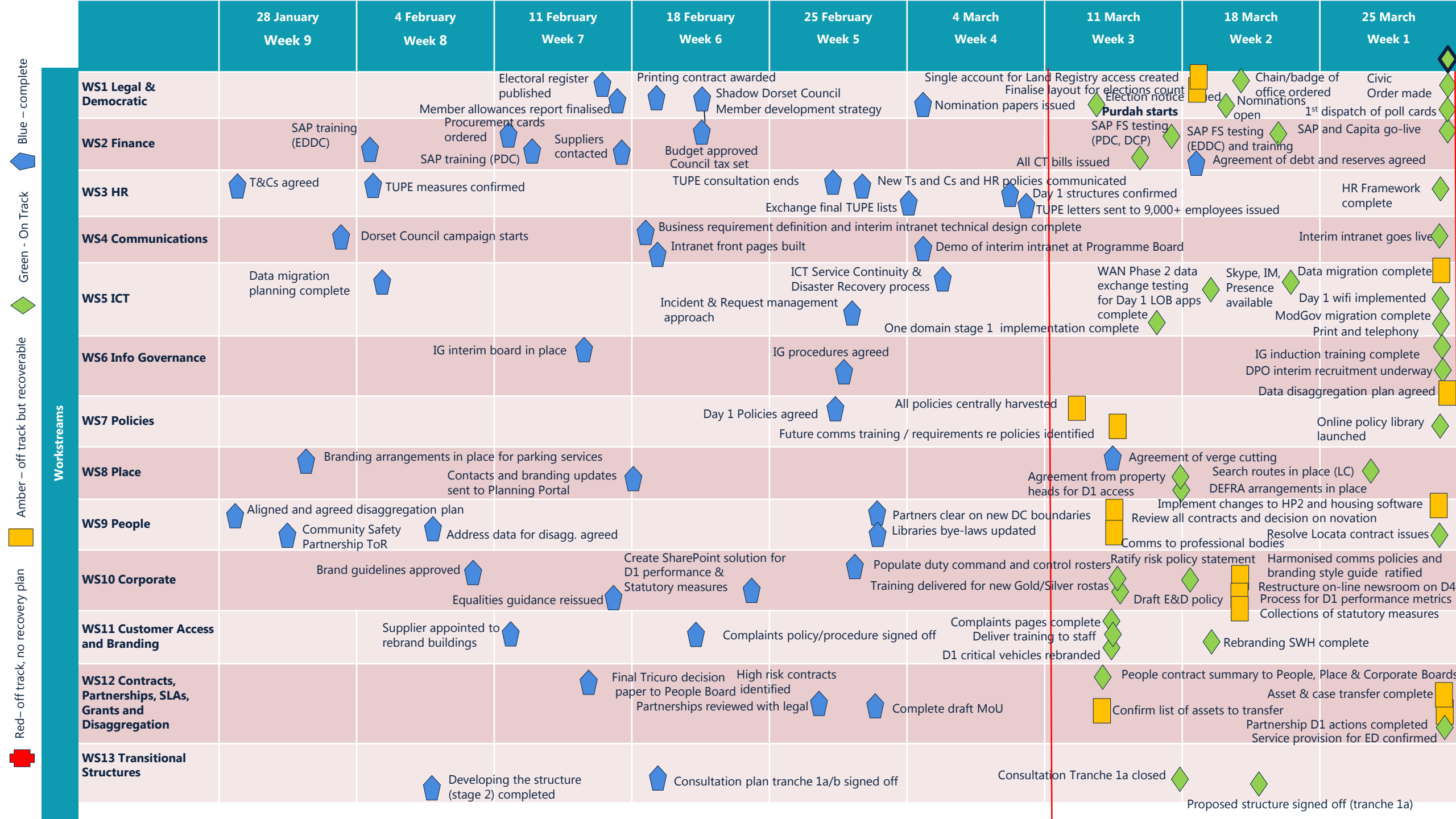
In Finance, Council Tax bills are being produced and posted as the culmination of all the work on budget and new branding coming together to be the first ‘visible to many’ sign of Dorset Council coming into place.

In HR, Letters to all employees are starting to go out to reflect the Transfer to their new employer and across the Theme Boards, final efforts to ensure all the service reporting lines are in place for day 1 within the interim structure, ahead of the Transitional Structures changes later.

In Partnerships and Contracts, final work continues to resolve specific requirements for change and letters to suppliers have gone out. Across all workstreams, policies are identified as part of the full register for day 1, in readiness for full review and adoption or replacement over the next two years.

Communications activity has stepped up across all channels with the branding launch, awareness campaigns, Member and employee briefings and newsletter, “fact of the day” material being pushed out to answer questions about what is in place for day 1.

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		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.



WS1: LEGAL AND DEMOCRATIC - STATUS UPDATE

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

Date: 13/03/2019

Workstream RAG



Overall Workstream Summary

Overall the schedule of tasks on the workstream plan have largely been completed with many of the work packages completed or in their final stages. The only project with significant outstanding tasks is that for Elections which runs beyond the 1st April and into the middle of May. The main focus remains on ensuring that the component teams, Legal, Democratic and Election Services, will be ready for day 1 so that there is continuity of service delivery. That said the Democratic Services teams' horizon has shifted beyond the 1st April to the operation of the Council and Committees in the coming year with the development of the Forward Plan.

Key Initiative Achievements (This Week)

- Continued review of the partnerships with Legal Services and Service teams to identify any risks for Day 1.
- Drafting of DRs for theme boards relating to Partnerships
- Confirmation with Members that South Walks House will be the location for Council Meetings
- Purchase of new desks for Council Meetings
- Confirmation from the College of Heralds that Dorset Council can continue to use the arms of Dorset and will send through the draft petition to Her Majesty the Queen for the arms to be formally transferred.
- Review of Members induction strategy held with Members and Officers
- Completion of EQLAs for Constitution, Members ICT Policy, and overarching Enforcement Policy

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	C	27 February 2019	
Create single account for Land Registry access	A	27 February 2019	15 March 2019
Issue nomination papers	C	4 March 2019	
Finalise count layout	A	4 March 2019	15 March 2019

Key Initiative Activities (Planned Next Week)

- Issue DRs for Partnerships to Theme Boards
- Review and approval of RIPA policy by SEC
- Set up of accounts for Land Registry and HMCTS
- Confirm count layouts (postal and ballot box) have been finalised

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.	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: 13/03/2019

Workstream RAG

G



Overall Workstream Summary

The majority of the milestones have now been completed. Things are in place for Day 1 go live. The focus of work is moving to ensuring a joined up finance function such as training and go-live for applications, and working as one department following day 1.

Key Initiative Achievements (Last fortnight)

- Council tax bills sent to all residents of Dorset Council – the process starts on 7th March and completes on 13th March 2019.
- The new Capita cash receipting system has been implemented and all automated payments via Dorset for You and the automated telephone system will go via this route. The remaining manual payments will be switched over during the weekend of 31/03.
- Debt & reserve percentages have been agreed between DC & BCP.
- Intranet and internet pages content has been agreed and officers assigned to create the information required.
- Insurance has been procured for Dorset Council.
- Training completed for all relevant staff on the e-requisition form used for the SAP system for ordering items and suppliers.
- Agreement on how the treasury function will be managed across Dorset Council

Key Initiative Activities (Planned Next Fortnight)

- Process for loading of the 2019/20 budget into the SAP
- Testing of the general ledger interfaces to SAP from the district systems have already started and are due to complete on 22nd March. Training for service accountants will also take place in March with budget holder training planned in early April.
- Scoping for the Base Budget Review of Childrens Services
- A briefing is arranged on 28th March for all finance staff to introduce them to the new Dorset Council team.

Next milestones

Milestone	RAG	Due Date	Target Date
Capita cash receipting – go-live for staff	C	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	C	March '19	March '19

WS3: HR WORKSTREAM - STATUS UPDATE

Lead Member: Cllr Peter Wharf
 Workstream Sponsor: David McIntosh
 Project Manager: John Ferguson

Date: 13/03/2019

Workstream RAG G 

Overall Workstream Summary

TUPE lists exchanged & Staff letters issued. Day 1 reporting lines communicated. HR Policies confirmed. HR briefings delivered. H & S Policy drafted.

Key Initiative Achievements (This Fortnight) Next milestones

TUPE lists exchanged TUPE letters sent to all employees including individual Measures, where relevant Day 1 Structures reporting lines communicated, ensuring all know their Day 1 line manager HR Policies signed-off HR briefings delivered in all sovereign council areas Existing casual and 'zero hours' employees contacted and invited to work for DC Health & Safety Policy drafted	
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Key Initiative Activities (Planned Next Fortnight)

Communicate new Day 1 Ts & Cs Systems configured for new Ts & Cs Further briefings for schools based employees Priority HR Policies rebranded and uploaded to interim intranet Finalise 'central' H & S Risk Register including access and process for all staff	
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Milestone	RAG	Due Date	Target Date
New Terms & Conditions and HR Policies communicated to all employees	G	22 nd Feb	15 th Mar
Health & Safety Policies finalised	G	15 th Mar	15 th Mar
Systems configured for revised Ts&Cs	G	22 nd Mar	22 nd Mar
HR Framework for new council	G	29 th Mar	29 th Mar

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

139	HR Board	Aug '18 (updated 2019)	Insufficient capacity /resources to deliver the HR Workstream within timescales (project slippage)	Large and diverse workload to deliver the HR Workstream requires significant resources both within and beyond the Programme team, in addition to specialist HR resources are required to ensure safe & legal for Day 1.	4	3	12	External interim resources. Effective resource planning leading to alignment of int/ext resource as appropriate. Regular ongoing review of resourcing.	Prog Board	Apr '19
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Top Issue

140	HR Board	Aug '18 (updated 2019)	Impact on HR Teams' ability to deliver BAU	Delivery of the HR Workstream necessitates significant work being undertaken by HR professionals from all sovereign councils. HR functions must also continue to support the current business. Some HR professionals (especially HR Managers and HR Business Partners) are particularly stretched between the two essential functions.	3	4	12	Resource planning. Some backfill. Significant sharing of HR Workstream workload across sovereign council HR teams	Prog Board	Apr '19
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WS5: ICT WORKSTREAM - STATUS UPDATE

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

Date: 13/03/2019

Workstream RAG

A

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Overall Workstream Summary

The ICT workstream work packages are currently reporting as follows: Collaboration, Day 1 Apps, ICT Service Delivery and Infrastructure - Green, Data Disaggregation - Amber.

The ICT workstream continues to report as Amber as, although there is an agreed Social Care data disaggregation interim solution which is currently on track to deliver, it is acknowledged on both sides that we are working to tight timescales.

Key Initiative Achievements (This Week)

- Go live with some payment channels for the new Cash Receipting system
- 14 Data Migration Decision Requests approved by IG
- LLPG & LSG – Data exported
- Public WIFI – resolved technical issues with districts changing WIFI splash screens
- 56 Data Migration DRs completed drafted and progressing through governance
- Completed 42 essential Day 1 Network Changes

Key Initiative Activities (Planned Next Week)

- Plan the testing of email re-writes at Purbeck, PDC and East Dorset
- Complete Service Delivery DRs for ICT Service Continuity & OOH support, Problem Management, Change Control and Procurement
- Enable access to the SAP training system at district councils
- DR for Day 1 printing and Testing
- Mail Chimp campaign to notify users of their new Dorset Council Email addresses

Next milestones

Milestone	RAG	Due Date
Data Migration Planning complete	C	6 Feb 19
One Domain Stage 1 implementation complete	G	15 Mar 19
Day 1 Print solution complete	G	1 Apr 19
Skype – IM & Presence complete	G	1 April 19
Incident & Request management approach	C	1 Mar 19
WAN Phase 2 data exchange testing for Day 1 LOB applications complete	G	22 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	Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
259	Karen Perrett	BCP are working with their supplier to migrate Social Care data from DC to BCP. Their supplier is unable to deliver for 1 st April 2019. Interim solution is now required.	DC and BCP will not be safe and legal on 1 st April 2019 as BCP relevant employees will not have access to Christchurch Social Care data	5	3	15	Interim & contingency solutions agreed, interim solution currently on track. Work continues on permanent solution to disaggregate all Christchurch social care data to BCP.	Mark Smitton	28 Feb 19

Top Issue

WS6: INFORMATION GOVERNANCE - STATUS UPDATE

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

Date: 13/03/2019

Workstream RAG:



Overall Workstream Summary

Focus on finalising all Day 1 activities including final preparation on the training material, team structure and finalising communications on Information Governance. Progression on sign off of data disaggregation records.

Key Initiative Achievements (This Week)

- Continual sign off of Decision Records for data disaggregation
- Continual review and amendments to online training portal
- Papers produced to manage transfer of hard copy documents between DC and BCP
- Communication records provided to theme boards and to go on internet and intranet
- Policy document cover sheets and EQIAs finalised
- DPIA rationale produced for all data disaggregation applications

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	C	28/2/2019	
DPO interim recruitment underway	G	31/3/2019	
IG member training complete	G	15/5/2019	

Key Initiative Activities (Planned Next Week)

- Finalise changes to training portal
- Finalise all policy updates onto IG pages of intranet and Dorset4U
- Set up meeting for new structure of IG.
- Further disaggregation sign review and sign off
- DPIA agree rationale with DPO

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	There may be errors during migration of data but this has been mitigated by controls in place to ensure that the data is migrated safely	5	1	5	Decision Records have been raised and processes agreed to ensure the safe migration of data	IG Board	TBC

Top Risk

WS7: POLICIES WORKSTREAM - STATUS UPDATE

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

Date: 13/03/2019

Workstream RAG

A



Overall Workstream Summary

Policies master list signed off by Programme Board. Current priority is for all the policies to be submitted to the Policy Workstream for upload, and this is overdue. Policies are being submitted daily, but this exercise needs to be completed urgently.

Key Initiative Achievements (This Fortnight)

- Master list complete and agreed by Programme Board.
- Most policies now submitted and processed, and stored in "shadow" library on SharePoint.
- Licenses obtained for project staff on ModGov, in preparation for final Policy Library build.

Next milestones

Milestone	RAG	Due Date	Target Date
Final policy master list/ online library proposal to Programme Board	C	27 Feb 2019	
All policies centrally harvested	A	8 Mar 2019	12 Mar
Future comms activity re. policies identified	A	1 Mar 2019	15 Mar 2019
Online policy library launched	G	1 April 2019	

Key Initiative Activities (Planned Next Fortnight)

- Theme Boards/ Workstreams and individual policy holders being chased for copies of policies and EqIAs where available.
- Policies being checked and processed.
- ModGov Policy library under construction.
- Comms activity for changed policies being identified.

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	Potential impact on delivering legal services.	2	2	4	Appropriate and timely communication for staff and councillors	John Alexander	Mar - Apr 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
 Workstream Sponsor: John Sellgren and Bridget Downton
 Project Manager: Emily Hallett

Date: 13/03/2019

Workstream RAG:



Overall Workstream Summary

All customer journeys meetings have now taken place with workstream coordinators, following up actions are being added to implementation plans and actioned for day 1. Statutory reporting requirements are currently being gathered to ensure submissions are in place. Services are currently submitting their policies to be uploaded into Dorset Councils policy library. 82 policies have been completed with 52 due to be submitted by 8/03/2019. Services are also working on their local schemes following release of the template from Legal and Democratic. These are due to be received by 15th March to be signed off by the Executive Director.

Key Initiative Achievements (This Fortnight)

- Place Board chair invited some coordinators to attend place board to provide an update on outstanding issues and tasks
- General statement of enforcement reviewed by board for input and will be communicated out to services once finalised by legal
- 8 Place system/ application DRs approved by Board
- Stickers for covering predecessor council names on parking machines have been ordered
- Environmental Health out of hours services has been agreed
- Counsel advice sought regarding inspection of life saving equipment on private beaches, response is due w/c 11/03
- Branding and email addresses sent to planning portal
- Shut down date agreed for on hand land charges application routes (25th - 29th March) in order to clear existing searches out of systems
- Responsibilities and maintenance agreed for verge and land in relation to Dorset Council ownership and Weymouth Town Council ownership. Plan of action in place by service to undertake additional workload from day 1
- Arrangements in place for Economic Development accountable bodies
- Enforcement officer uniforms and vehicle livery ordered for Regulatory

Next milestones

Milestone	RAG	Due Date	Target Date
DEFRA arrangements in place	G	15-03-19	
Agreement of verge cutting maintenance arrangements to reduce risk 187	C	15-03-19	
Agreement from property heads for day 1 access of property information in place	G	15-03-19	
Amalgamation of property records and production of a list of Dorset Council property assets	A	14-03-19	
Corporate Landlord responsibilities agreed.	A	14-03-19	
Arrangements in place with BCP for HER and Planning advice	G	14-03-19	
Branding for enforcement in place	G	15-03-19	
Enforcement arrangements agreed	G	15-03-19	

Key Initiative Activities (Planned Next Fortnight)

- Dog warden out of hours issues to be agreed with HR to ensure East Dorset cover from day 1
- Interim duty holder arrangements for harbours to be finalised
- Issue being raised with MHCLG regarding Building Control's competent persons scheme (LABC).
- Notices to Mariners, local rules and bylaws established
- Finalise planning disaggregation system configuration (mastergov)
- Agreement from property heads for day 1 access of property information in relation to Christchurch
- Grant arrangement agreed with Natural England and Rural Payment Agency
- Corporate Landlord Responsibilities and property duty holders agreed
- PFI contract SLA agreed with BCP

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	Agreed action for all co-ordinators to review if there are any outstanding issues - email to be sent 21/02/19	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: 13/03/2019

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, no red areas identified.
 Communication plans for each service area have been reviewed to harmonise across the theme and link to the corporate external communication campaign.
 Decision records for IT applications continue to progress through the people board. Status remains amber linking to the IT workstream for delivery of mosaic, alongside overdue milestones as described below.
 Potential reputational risk identified to the Tell Us Once system within registrations however this is being worked through and appropriate escalation will happen next week depending on outcomes of meetings.

Key Initiative Achievements (This Week)

- Policies and policy sheets completed
- Active for Health disaggregation complete
- Gladstone disaggregation complete
- Unstructured data communications sent out
- Customer journey information fed into customer access
- Communication plans received
- ID card reconciliation for Adults & Childrens; identifying outstanding information required
- Enforcement policy reviewed

Key Initiative Activities (Planned Next Week)

- Local Schemes of Delegation to be completed
- Housing service delivery in East Dorset paper to be approved
- ID Cards/ Warrant cards to be distributed out to teams
- Consolidated archive position paper to be approved
- Disaggregation of Registration fees paper to be approved
- People Theme contracts & partnership arrangements to be approved
- Transition weekend OOH arrangements for services confirmed to people board

Milestone		Due Date	Target Date
CQC and key partners are clear about administrative boundary of new council	C	28/02/2019	
Christchurch cases to be cleansed	A	28/02/2019	15/03/2019
Communication of changes with Directorate specific professional bodies	A	28/02/2019	15/03/2019
Review all contracts and decision on novation to be made	A	31/01/2019	14/03/2019
Implement changes to HPA2	A	28/02/2019	29/03/2019
Implement housing software configuration changes	A	28/02/2019	29/03/2019
Disaggregation of data for Active 4 Health & Activate	C	31/12/2018	
EDDC data available on Gladstone	C	31/01/2019	
Library Bye-Laws updated	C	31/01/2019	
Ensure that lines of responsibility for Premises Related Persons and Directorate Duty Holders are clear for new Council and continue	C	31/01/2019	
Resolve Locata contract issues	G	29/03/2019	

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: 13/03/2019

Workstream RAG:

A



Overall Workstream Summary

Following recent review, EqIAs are now being completed and signed off through Corporate Board. Statutory reporting has been collated and leads assigned in the majority who will be responsible for the convergence and consolidation of the information. Further activity is required to ensure all KPIs have a new lead assigned. Clarification is required as to scope of day 1 metrics. Corporate risk register and policy will be ratified at ISEC on 18 March alongside a risk appetite workshop. All communications teams workshop will support the development of day 1 working arrangements. Local Authority Liaison Officer (LALO) recruitment will be underway following confirmation from HR on payment terms.

Key Initiative Achievements (This Week)

- 'Fact of the day' initiated from 1 March based on the output of the staff impact assessment
- Interim Gold/Silver rota developed and shared with officers
- Decision at Corporate Board to load equality policy as a draft for day 1 pending completion of the corporate plan
- Statutory reporting list further populated and a SharePoint solution for monitoring set up
- Communications design service resource for East confirmed
- Media/consultation/social media/emergency planning policies drafted

Key Initiative Activities (Planned Next Week)

- Commence LALO recruitment for East/Purbeck areas following confirmation of payment terms by HR.
- Corporate risk management strategy to be developed.
- Risk workshop with Informal Shadow Executive Committee to be held 18/03/19.
- Scope for day 1 metrics to be confirmed following PB on 06/03/19.
- Upload statutory reporting to new SharePoint page for new theme boards to monitor post day 1.
- Communications to services via theme boards of statutory reporting requirements post 1 April.
- Communications team workshop to agree day 1 working arrangements to be held on 12/03/19.
- Draft interim EqIA process for day 1 confirmed.
- Media/consultation/social media/emergency planning policies to be subject to EqIA screening.
- Branding style guide to be completed and ratified by Corporate Board.

Next milestones

Milestone	RAG	Due Date	Target Date
Harmonised comms policies ratified	A	28/02/19	20/03/19
Branding style guide ratified	A	28/02/19	20/03/19
Draft equality and diversity policy	G	15/03/19	15/03/19
Ratify Risk Policy Statement and Corporate Risk Register	G	18/03/19	18/03/19
Restructure online newsroom on DFU	A	28/02/19	20/03/19
Duty Command & Control rosters complete	C	28/02/19	
Training delivered for new Gold/ Silver/ Bronze officers	G	08/03/19	15/03/19
Process for Day 1 performance metrics	A	08/03/19	22/03/19
Collection of statutory performance measures	A	08/03/19	15/03/19
Recruitment of LALO for East	R	31/03/19	

Top Risk

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	RS	Mitigation Plan	Owner	Date Due
75	Equality Officers	25/02/19	<i>Failure to identify the impact of service change on our staff and communities results in a breach of the public sector equality duties</i>	Dorset Council at risk of legal challenge	3	3	9	Review of programme EqIAs. Programme Board alerted 27/2. Legal advice sought on liability for Dorset Council.	Jonathan Mair	15/03/19

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: 13/03/2019

Workstream RAG A

Overall Workstream Summary

Partnership activity now focussed on agreeing partnership DRs with BCP element. Contract analysis is progressing and a summary analysis for all areas is being produced to be delivered to the next delivery boards. The contracts database will be a continually updated to reflect the nature of the work involved. A draft memorandum of understanding has been completed and has been circulated for review. Partnerships review is in progress with the legal workstream.

Key Initiative Achievements (This fortnight) Next milestones

- Draft memorandum of understanding is being reviewed by BCP and SDC monitoring officers.
- BCP continuing work with regards reviewing all contracts with a disaggregated element.
- Review of partnerships list by the legal workstream complete and actions for services have been shared.
- Summary templates for contracts have been drafted for the service boards.
- Communication to suppliers has been sent.

Milestone	RAG	Due Date	Target Date
Communication to suppliers complete	C	28/02/2019	28/02/2019
Complete draft memorandum of understanding	C	31/01/2019	07/03/2019
Final Tricuro decision paper to People board	C	27/02/2019	14/02/2019
Partnerships reviewed with Legal	C	31/01/2019	01/03/2019
People contracts summary to People board	G	14/03/2019	14/03/2019
Place contracts summary to Place Board	G	20/03/2019	20/03/2019
Corporate Contracts summary to corporate board	G	20/03/2019	20/03/2019
Partnership day 1 actions completed	A	31/03/2019	31/03/2019

Key Initiative Activities (Planned Next fortnight)

- Contract summary templates to be presented to all delivery boards along with a draft of the memorandum of understanding to confirm day 1 contract work has been complete.
- Legal workstream to continue the review and actions for all partnerships with a BCP element. Liaise with services to complete requirements.
- Complete memorandum of understanding for the 31st of March.

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	31/03/2019

WS12: CUSTOMER AND SERVICE CONTINUITY – DISAGGREGATION - STATUS UPDATE

Lead Member: Cllr Jeff Cant
 Workstream Sponsor: Sarah Parker
 Project Manager: James Howie

Date: 13/03/2019

Workstream RAG: G



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 to transfer has been collated, Hurn depot outstanding with regards asset transfer agreement. 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

- TUPE list of DCC staff transferring to BCP delivered.
- Service continuity for East Dorset reviewed and actions taking place to ensure safe and legal for day 1.
- Decision record provided by BCP on how ICT infrastructure will work for the locality offices in Christchurch for day 1 and what support is required by DC.
- Confirmation of what assets will be handed back to DC for day 1 by TUPING staff.

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	31/03/2019	31/03/2019
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.
- DC to confirm costing for the support of providing ICT infrastructure support for the Christchurch locality offices.
- 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: 13/03/2019

Workstream RAG: A

Overview / Summary

Tranche 1a: On track. Preparation for Tranche 1a continues with HR processes and criteria being documented for decisions. Matt and SLT are undertaking 1:1 consultation meetings with Chief Officers whose roles potentially align to the proposed Corporate Director roles. The timeline for Tranche 1a and 1b has been communicated alongside adjustments to the Voluntary Redundancy (VR) timeline. Interview slots for the Corp Dir roles are being diarised with Members for the 25/04. Discussions with TUs continue in terms of the Job Evaluation framework and it is envisaged this will be closed out next week (13/03). Resource concerns have been alleviated with Angie Twelves (HR BP) being fully assigned to Transitional Structures as of the 11/03. The numbers continue to improve for consultation feedback. Total number of queries 546, open queries 155, closed queries 381, responses sent in past fortnight 130. The Group follow-up sessions with HR and Waste teams were held on the 05/03 and allowed for alternative proposals to be created. These alternatives have been taken to Matt Prosser as potential options to be considered for consultation.

Activity	Next milestones			
<ul style="list-style-type: none"> Group feedback sessions continue (e.g. ICT 12/03) Logging, tracking, assessing and responding to tranche 1a and 1b consultation queries continue (25/04) Documented Selection process, criteria and timeline for Tranche 1a (Corp Dir) VR timeline and documentation updated with the capturing of VR queries continuing (25/04) Alignment of proposed new Job Descriptions against the Job Evaluation Framework (15/03) Alternative structure proposals captured for review by Matt and SLT (e.g. Assets & Property, Waste, HR) EqIA updated and shared with TUs 	Milestone	RAG	Due Date	Target Date
	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
	Interview Corporate Directors	G	26/04/19	25/04/19
Next Steps	Corporate Directors Appointed	G	01/05/19	01/05/19
<ul style="list-style-type: none"> Set-up follow-on consultation feedback sessions as required (Ongoing) Document alternative structure proposals (e.g. Business Support, Economy and Environment and ICT) Set-up Selection panel for Tranche 1a (Corp Dir) interviews Plan and communicate Drop In sessions for DCP and DCC (Purbeck and CED will offer 1:1) Create contextual statements for non-aligned Job Descriptions vs framework 				

ID	Raised By	Date Raised	Risk Description	Impact Statement	I	P	R S	Mitigation Plan	Owner	Date Due
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	08/03: HR & Assets & Property alternative proposals have been received and will be uploaded as alternative proposals for feedback. Further group feedback sessions are being encouraged and we are proactively tracking progress. Two group feedback sessions were held on the 05/03. e.g. Waste and HR Part II.	Leon Ainsworth	25/04/19
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	3	9	08/03: Consultation queries are stabilizing with on average 40 being logged and 70 being answered on a weekly basis. A total of 381 queries closed with 155 still open. The team continues to make good progress.	Leon Ainsworth	25/04/19

Top Risk

Top Issue