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North Northants Joint Committee

March 2020 Programme Update

Programme Directors Update

❑ Programme RAG Status Overview

❑ Design Phase Dashboard

❑ Programme Highlights and Corporate Systems

❑ Statutory Recruitment Update

❑ Working with Trade Unions

❑ Comms and Engagement

❑ Change Management

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Programme Directors Update

Summary Highlight Report Period Feb-20

Finance	Overall Status	Comments
Programme Running Costs	G	
Benefits Realisation	G	
Disaggregation/Aggregation	G	On track but work underway to align the deliverables to the milestones in the programme
Financial Modelling	G	

Day One Preparations	Overall Status	Comments
Scoping activity	A	Not all workstreams completed and Programme Manager Vacancy

May Preparations	Overall Status	Comments
Management of activities leading to 1st Shadow Councils meetings	G	On track but plan not fully completed

Key Points To Note

- Complexity of work

- Intensity of activity

- Any slippage will be difficult to pull back

- Planning provisional days and putting holds on time in March to complete work feeding into the straw person development
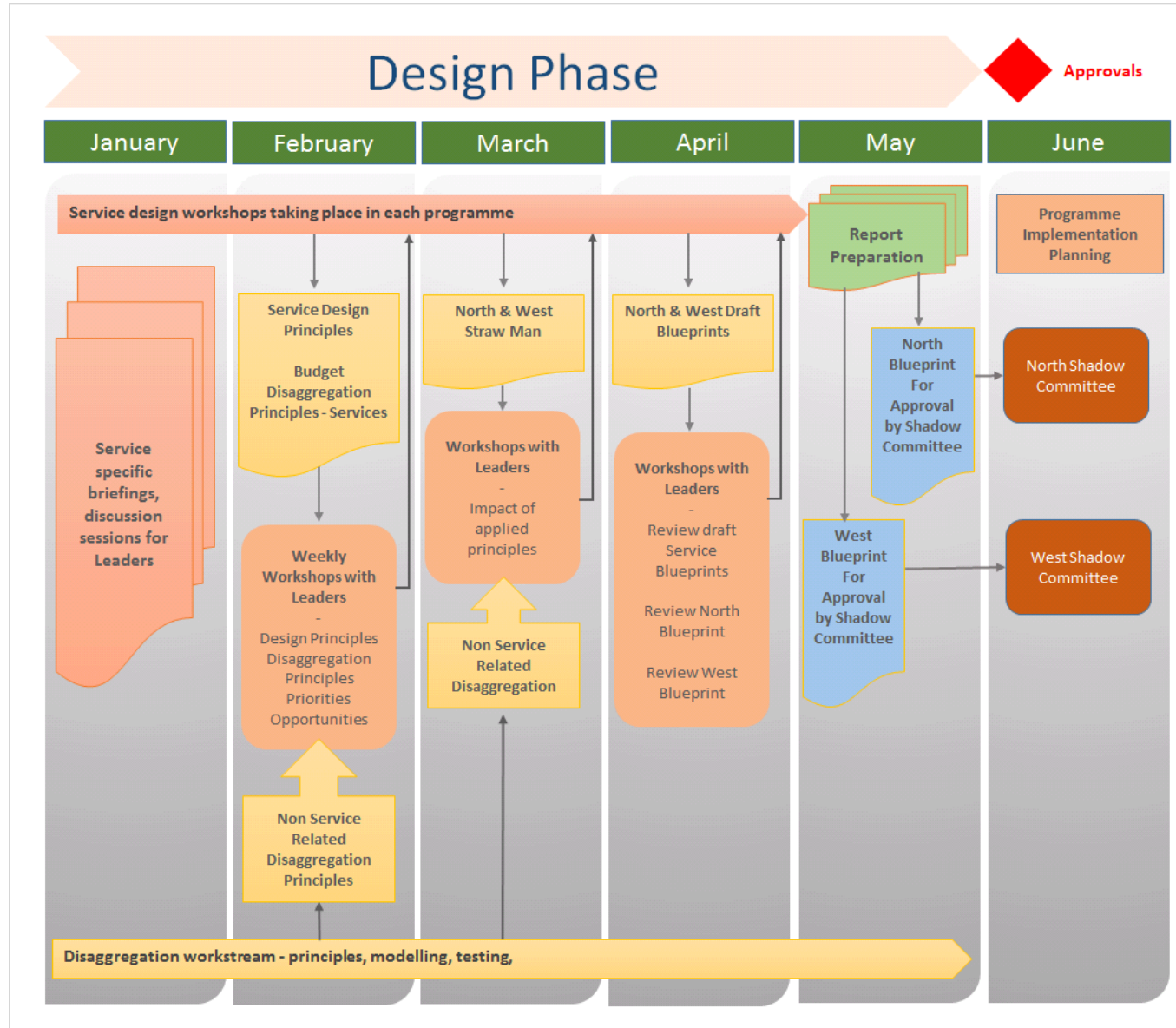
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Design Phase

- Design Principles Workshops with Leaders and SMEs nearing completion

- March we start putting together the straw persons

- Engagement with Joint Committee Members in April

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Design Phase Dashboard

- All workshops in January completed

- Design Principles workshops scheduled and underway in February with Leaders

- March Straw person workshops scheduled but risk status cannot be assessed until outputs of February workshops are confirmed.

Programme Status Report - Design Phase	2019	2020					
	Dec	Jan	Feb	Mar	Apr	May	Jun
	Preparation	Service Briefings	Design Workshops	Straw Man	Draft Blue Prints	Reports	Approvals
Adult Social Care	Completed	Completed	Underway				
Children's Social Care and Education							
Growth and Infrastructure and Public estates							
Revs and Bens							
Communities amd Leisure							
Housing							
Corporate Services and Customer and Digital							
Regulatory and Environmental Services							

RAG Status

- On Track
- Delay but recoverable
- Deadline Missed

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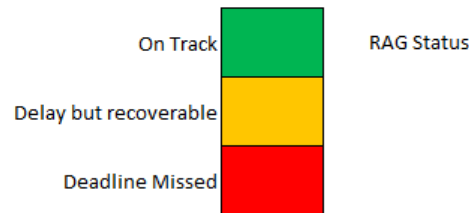
Highlights

- Engine room functioning and feedback good.

- Completion of Leader workshops in January

- Design Principle Workshops nearing completion

- Benefits realisation workshop

- Gateway review underway

- Critical Friend Review- LGA

- Developing a peer review with LGA for October

- ERP System

- Market stall sessions nearing completion

Corporate Systems

- Going out to competitively procure two Committee Management Systems (CMS)

- Enterprise Resource Planning (ERP) System – Independent review completed preferred option now in planning

- Set up a Technical Design Authority to oversee Systems Architecture and Transition of legacy systems through to Vesting Day

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Recruitment to Statutory Roles

Interim Recruitment - Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer)

✓ Meeting has taken place with North Recruitment Working Group, 14 February 2020, to discuss timeline for interim process and develop interview questions and proposed presentation topics
✓ Second meeting with to be scheduled with North Recruitment Working Group in early March to finalise materials for interim recruitment process

Permanent Recruitment update – Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer, DCS and DASS)

✓ Executive Search agency submissions received by 14 February 2020
✓ Successful tender award to be confirmed w/c 24 February
✓ Meeting has taken place with the North Recruitment Working Group, 14 February 2020 to:
  ✓ to look at draft role profile for permanent Head of Paid Service Role
  ✓ Discuss benchmarking / market rates for permanent statutory roles
  ✓ High level interview question areas have been explored

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Unitary Working With Trade Unions Agreement

✓ Working with Trade Unions Agreement amended to reflect feedback from 16 January meeting.

✓ Discussion with the Design Board regarding TU's additional request for 2.5 days additional facility time per trade union – outcome of the design board discussion will be shared with the trade unions at the meeting, 27 February 2020.

✓ Diary appointments for both Trade Union Forums have been scheduled and a template to share a summary of work to date across all workstreams with the trade unions is being drafted.

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Communications and engagement

- Comms to all staff about the approval of the SCO
- Straw person video to explain how it works and its importance in helping to shape the new unitary councils - https://youtu.be/BJYDagExiI8
- FAQs updated on the two websites
- Added 'Opportunities' section to website
- Promoting Engine Room Tours to all Councillors including Town and Parish
- Council Tax insert on unitary programme
- Activated social media platforms and started populating

www.facebook.com/futurenorthantswest
www.facebook.com/futurenorthantsnorth
https://twitter.com/futureNwest
https://twitter.com/futureNnorth

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Communications and engagement

- Planning Engagement Sessions for Corporate Programme as a pilot for all programmes to follow across all councils.
- Plan to be developed for April implementation based on above pilot
- Developing a jargon buster.

Change Management

- Engine Room tours and feedback very positive

- Change readiness assessments undertaken across Corporate Services Programme (3 Feb onwards)

- Corporate Service Programme change approach provided to Corporate Board for feedback (28 Jan)

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- Facilitating change champion involvement in Office 365 customer journey mapping throughout Feb into March

- Member Engine Room tours scheduled for 10/28 Feb and 4 Mar (including 3 evening tours)

- Change champion meetings scheduled for 24 Feb (Northampton) and 26 Feb (Corby)

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Elected Member's Engine Room Tours

Date	Availability	Booked	Attended	No-shows
Monday 10th February	40	9	6	3
Friday 28th February	50	9		
Wednesday 4th March	80	8		

	Number (5 councillors are dual-hatted)
Corby	2
Daventry	1
East Northants	4
Kettering	2
Northampton	3
South Northants	1
Wellingborough	9
County	5
Town and Parish	1
Total	28

Early feedback includes:

- "Feeling very positive now that I had a great explanation of the plans"
- "Excellent presentation of various elements of transformation and how they fit in"
- "Good to see all the work done and to be reassured that potential issues are being identified and considered"
- "A really interesting and informative tour"

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Change champion snapshot

Borough Council of Wellingborough	25
Corby Borough Council	21
Daventry District Council	24
East Northamptonshire Council	17
Kettering Borough Council	47
Northampton Borough Council	16
Northamptonshire County Council	96
South Northamptonshire Council	28
Total	**274**

Information correct as of 6 February 2020

Next meetings:

- 24 Feb hosted by NBC
- 26 Feb hosted by CBC

Focus:

- what's coming up
- who makes decisions
- purpose of enabler roles and an HR overview

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Risk Management Strategy

- 1 Introduction to the Programme Approach to Risk Management

- 2.5 Future Northants programme appetite to risk

- 2.7 Risk Management Roles and Responsibilities

- 2.16 Difference between risks and issues

- 2.17 Explanation of likelihood and impact

- 2.22 Risk escalation (e.g. if each programme identifies the same programme risk then we should escalate it to Enterprise level)

- 3 Behaviours (incumbent on us all to take an interest, play our part and manage risks and issues effectively).

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