

Service Transition Log

Children's Centres Programme Management

Transition Logbook

Component	Phase 1 – Plan (service to complete)	Phase 2 – Execute (service to complete)	Phase 3 – Closedown (Service Directorates to complete)	Risk Rating (to be completed by JOB)	Reason (to be completed by JOB)
Management			<p>The lead officer during the transfer was the Shared Service Children's Centre Programme Manager Martin Chatfield, reporting to Carly Brown (CWAC) and Dave Richards (CEC).</p> <p>The programme effectively ended once all Children's Centres were designated and open for use (31 March 2010). However capital works were ongoing until 31 March 2011.</p>		
People			All remaining staff have been redeployed to their respective councils.		
Processes			Each Authority's process for programme management and reporting were adopted following disaggregation.		
Customers			No consultation was required. The Shared Service function was 'back office' programme management meaning customers were not affected.		
Technology			There are no additional costs for software or licences associated specifically with this programme.		
Assets			All assets have been integrated into each Authority's asset management register.		
Finance			Funding for the Children's Centre Capital Programme ended on 31 March 2011.		
Legals			There are no additional Legal requirements.		