

CBS Supplies

Transition Logbook

Please identify and document what you are doing to ensure an effective transition of service from a shared governance model to discrete operations by each Council. You can use the checklist above as a guide, although this is not intended to be an exhaustive list and you should identify the components of greatest relevance to your service.

This will be reviewed by the Joint Officer Board, which will agree a view on how well the risks of delivering the necessary components are being managed and provide an appropriate risk rating.

You can provide a link to a network stored file for relevant plans, documentation, minutes of meetings etc., if they are stored on a shared network resource and are accessible by both Councils.

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	A transition team of representatives from Cheshire West and Chester and Cheshire East has been formed; Derek Simms – Cheshire West & Chester Steve Ashton – Cheshire East Kevin Wilkinson – CBS Supplies Manager Andy Moran – Procurement Project Manager	N/a	Transition completed – team stood down July 11		
People	Consultation with affected staff completed on 31st December 2010. Redundancy costs were identified in the report of 17 th September 2010 to the Shared Services Joint Committee. Decision to cease operation approved at the Shared Services Joint Committee Meeting on 7 th January 2011	Redundancy Notices issued on 26 th January 2011. Support offered to staff seeking alternative employment	Staff final date of employment 31 st March 2011		

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Processes	Alternative procurement arrangements;		Cheshire West and Chester using Merseyside Hub contract for stationary and office products and ICT consumables. Cheshire East undertook e-auction and awarded contract to Office Depot Trading ceased 11.02.11		
Customers	Schools to be directed to use the supplier catalogue on i-procurement on the oracle system. On confirmation of ceasing operation a communication will be issued to all customers, including schools, informing them of the way forward. Information on sale items to be communicated to customers.	Communication issued to customers on 25 th January marketing of items on a bulk buy basis to existing customers for 2 week period from 24 th January to 4 th February. Disposal Strategy; Marketing to existing customers 33% discount off current selling price	Stock level reduced to approx £150k on ceasing trading -11.02.11		
Technology	Oracle development work relating to CBS Supplies has been postponed ICT Shared Services to be informed of closure	ICT removed by CWAC ICT Strategy	Outstanding items being managed by CWAC ICT Strategy		

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		Closedown programme agreed with Shared Services.			
Assets	<p>Stock levels to be managed to reduce them.</p> <p>A Stock Take will be undertaken during the closedown period.</p> <p>Remaining stock will be sold as part of a disposal sale.</p> <p>Vehicles are leased or hired and no residual liability will remain after 31st March 2011.</p> <p>A list of other assets eg, racking, forklifts etc has been produced. These have little residual value and will be sold as part of a disposal sale.</p> <p>Service contracts, eg utilities to be terminated.</p>	<p>Stock take completed 21st January</p> <p>Total Stock Value = £344k</p> <p>Stock to be marketed at 33% discount between 24th January and 11th February</p> <p>Stock and asset list sent to West Mercia Supplies, Yorkshire Purchasing Organisation and Disposal Services Agency for submission of offers. A number of other organisations sent list on request</p> <p>Warehouse handed back to landlord 03.05.11</p>	<p>Contract awarded to Disposal Services Agency final disposal and demobilisation.</p> <p>Details of utilities, ie suppliers and account numbers provided to Landlord (Halton Council). Meter readings taken on handover</p>		

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Finance	<p>Responsibility for following up payment of invoices after closure to be determined.</p> <p>Responsibility to ensure supplier rebates are received to be determined.</p> <p>Approval from Executive Member for Resources required for Stock and Asset Disposal sale (CWAC - Finance Procedure Rule C47).</p>	Co-ordinating outstanding issues ie payments, debts etc with Nick Smith, CWAC finance.	Advised by corporate finance that the Approval for Stock and Asset Disposals will be done with year end closure of accounts.		
Legals	Formal notification required to landlord of vacating warehouse by 31 st March 2011. Check with Property Services.		Warehouse vacated and handed over to Landlord on 3 rd May.		