


Service Transition Log

SENSORY INCLUSION TEAMS DISAGGREGATION & SHARED SERVICE ARRANGEMENTS for CHESHIRE WEST AND CHESTER (CWaC) and CHESHIRE EAST (CE)

Please find below a summary of the arrangements in place for CE and CWaC for the close down of the Shared Service

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	Plan submitted and agreed by JOB. Lead officers for transition identified – Daphne Jones (CWaC) and Dave Richards (CE). Time table agreed between Councils. Arrangements for the Production Base to be facilitated via Service Liaison Meetings attended by respective Lead Officers and Team Leaders.	Team Leader in post (CE). Interim Team Leader in post (CWaC). All management functions separate. Service Liaison Meetings to take place every 6 weeks. Dates agreed.	Management of CWaC and CE disaggregated		
People	All Production Base staff vested East and West on an agreed % basis.	Production base staff transferred to appropriate CWaC and CE bases by April 13 th . Production Base referrals and Specialist Teaching Assistant (HI) TA caseload allocated CWaC and CE. Current Technician post holder retiring and post to be advertised in both Councils.	Production base staff transferred to CWaC and CE bases. Exceptions agreed for Specialist Teaching Assistant (HI) who is vested West and will work for CE for 1.5 days a week until August 2011. SLA in place. Technician post in CE appointed to. In CWaC technician post currently being advertised in line with the recruitment protocols in place as a result of the restructure of services		Send log to Joint Committee 26.08.11 on basis that JOB finalise once CWaC technician post filled

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Processes	Authorisations/access rights identified	Processes to be taken over by each Council identified and documented	Team organisation and processes completely separate and integrated into corporate model of respective LAs		
Customers	Senior Stakeholders consulted Communications Plan prepared	Stakeholders informed Third party relationships disaggregated	Corporate communication brief circulated to confirm end of relationship		
Technology	ICT resources identified within shared ICT programme	Monitor and review ICT processes via Service Liaison Meetings To set a deadline for disaggregation of ICT resources as part of Service Liaison Meetings Access rights agreed.	All ICT resources shared between CWaC and CE and transferred to appropriate bases. Disaggregation complete.		
Assets	Specialist Equipment audited Agreements in place for deployment of Specialist equipment relating to Production Base.	To set a deadline for disaggregation of materials as part of Service Liaison Meetings Allocate assets CWaC and CE	Assets shared and allocated to each Council		

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Finance	Budget meeting with respective Finance Officers planned Budget for Production Base agreed	Budgets updated for each Council April 1 st 2010 Monitor and review via Service Liaison Meetings	Accounts prepared for period to date of transition identifying net reimbursement due Budgets updated for each council and final year end position agreed (see balance sheet)  20100413 SIS Final Position Statement fo		
Legals	Contracts and licences audited and updated	Licence agreements to be reviewed as part of Service Liaison Meetings Contracts and licences will be transferred to each Council as appropriate within the dates agreed	Contracts and licences transferred to each Council		