


Service Transition Log

CHESHIRE AUTISM SUPPORT & DEVELOPMENT TEAM (CASADT) 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). Timetable agreed between Councils. Service Liaison Meetings attended by respective Lead Officers and Team Leaders.	Team Leader in post (CE). 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 staff vested East and West on an agreed % basis.	All staff transferred to appropriate CWaC and CE bases by 31 st August 2011	Staff transferred to CWaC and CE bases. No unauthorised cross boundary working.		
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		

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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.		
Assets	All equipment audited. Agreements in place for deployment of equipment.	To set a deadline for disaggregation of materials as part of Service Liaison Meetings. Allocate assets to CWaC and CE.	Assets shared and allocated to each Council.		
Finance	Budget meeting with respective Finance Officers planned.	Budgets updated for each Council. Monitor and review via Service Liaison Meetings.	Budgets updated for each council and final year end position agreed  Autism Team SS MYR v2 Final f...		
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.		