

Transition Log

CHESHIRE LEARNING RESOURCE NETWORK (LRN) 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)
People	VH returned to substantive post in CWaC	VH will continue to work on the LRN until closedown. Any cost of this work needs to be considered in the final closedown of accounts.	Almost complete, but no further charges necessary		
	AD temporary contract expired	£2,800 paid to Crossroads for AD's redundancy.	Complete		
	HM Fixed term contract expired	No costs incurred.	Complete		
	CA will continue in role as Shared Service manager until the shared service ceases.	Once the shared service ceases CA will return to his substantive post in CWaC.	Complete, CA has agreed to act as the contact for any business arising in relation to Joint LRN applications.		
	CB returned to substantive post in CWaC		Complete		

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Management	<p>Finalisation of Audit Report (this will need to accompany report to JOB)</p> <p>Agree lead officer, implementation and reporting requirements for LRN disaggregation to ensure completed by 30.09.11 at the latest . To include:</p> <p>JOB 25.05.11</p> <p>Joint Committee</p> <p>Internal reporting requirements</p> <p>Provide outline of alternative arrangements to be put in place CE (Learning Co-operative) and CWAC (joint working with other partners)</p> <p>Risk Register</p>	<p>The audit report has been distributed to the project teams.</p> <p>A team has been created for CE, including:</p> <p>Pauline Walsh Lisa Burrows Annas Feeney Maggie Swindells Sue Atkinson Leyna Stewart Martin Middleton Jackie Gray</p> <p>A team has been created for CWAC including:</p> <p>Joe Riley Colin Ashcroft Gareth Burroughes Maggie Sheppard Amanda Ridge</p> <p>A series of Joint meetings have been scheduled to take the LRN shard service through to its conclusion by 30.09.11.</p> <p>Both Councils are currently considering alternative mechanisms to provide the service.</p>	<p>The recommendations from the audit report will form the basis of the new arrangements for CE and CWaC.</p> <p>The following contacts and been agreed and communicated:</p> <p>Colin Ashcroft (CWAC) Lisa Burrows (CE) Sue Atkinson (CE)</p> <p>No further meetings considered necessary as business was concluded satisfactorily for all parties.</p> <p>Alternative arrangements have been agreed by each council and put in place.</p>		<p>**attach minutes from Meeting in April</p>
Processes	Processes to be taken over identified and documented	Processes for applications and management of applications have been mapped and will be distributed to CWaC and CE	Complete		

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		Outstanding CE Adult Services claim to be resolved (CA / CAx)	Complete		
Customers	<p>Advise stakeholders at LRN is to be dissolved in favour of separate arrangements East and West</p> <p>Produce a Communication Strategy</p> <p>LRN customer records copied and disaggregated to ensure effective communication with stakeholders concerning new arrangements in CE and CWAC</p>	<p>A letter has been sent from LRN board to advise that CE/CWaC are putting LRN on hold, this will then be followed by a letter from both Councils to confirm LRN is ceasing. Future letters will come from separate Councils to each relevant provider. Pan Cheshire providers to be addressed jointly until such time as they have been disaggregated.</p> <p>Each Council is developing their own strategy, but a collaborative strategy is needed for pan Cheshire recipients. – Process yet to be agreed</p> <p>There are paper files on each of the applicants (evidence) which can be divided between east and west. Minutes and reports etc are currently all available via the LGR shared server.</p> <p>LRN customers are held in a spreadsheet, this has been</p>	<p>Agreed approach required for potential future FOI requests.</p> <p>Final notification letter sent to all stakeholders on 23rd November to advise of alternative contacts for both East and West.</p> <p>Complete</p> <p>Complete - Documentation relating to each application has been provided in electronic and paper copies for CE and Joint applications.</p> <p>Complete</p>		

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	<p>Working with customers that have submitted an application which did not get approved due to timing of the dissolving of the LRN</p> <p>Workforce planning and Social Work Development Plans as developed by Chris Baker. A Toolkit has been developed “How to do a workforce plan”,</p>	<p>split into 3, East, West and Pan, these have been distributed to CE.</p> <p>These application details have been provided to CE and CWaC CWAAC will contact applicants to refer to other funding sources where appropriate.</p> <p>These were submitted by a number of organisations and are available as part of the paper files (above). The template will be distributed to CE</p>	<p>Complete. East and West are making separate decisions on how applications are taken forward.</p> <p>Complete</p>		
Technology	Electronic databases cloned as required	Not relevant, the information is stored in spreadsheets, these have been copied to provide the relevant information to CE and CWaC.	N/a		
Assets	Inventory of equipment required to enable disaggregation to be agreed	<p>Pin Point Boards and kit 1 x Lap top cabinet 8 x lap tops 3 x Pop up marketing stands 1 x Fax machine 1 x Desk top PC</p> <p>Agreed that the above equipment will be retained by CWAC 11.07.11</p>	Complete		

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	DVD Library	<p>This is currently hosted by Care4You home care provider in Tarporley but arrangement ended in May 2011. No further costs will be incurred for this service, although they will continue to store unless another location is agreed.</p> <p>Will need to agree how library resource is divided or sustained. Could become part of a proposed network of Learning Zones or Education Library Shared Service.</p>	The DVD library has now been collected by CWAC, it has been agreed with CE that the small collection (with many duplicates) is split between CE and CWAC and to locate them in the respective learning zones. This fits with future network/co-operative intentions so will still be accessible to the wider sector.		
Finance	<p>Copy and disaggregation of past and ongoing funding records.</p> <p>Provide a clear position statement on current LRN funding.</p> <p>Provide a financial strategy for the disaggregation of LRN funding to include: schedule of outstanding commitments and agreed approach to how these will be dealt with by CE and CWAC moving forward.</p> <p>Balance of accounts for disaggregation (50:50)</p> <p>Prepare agreed closure of</p>	<p>Completed (JR provided this on 28/4) up to March 2011.</p> <p>From April 2011, work taking place to identify commitments for East, West, pan Cheshire.</p> <p>Clear position statement and disaggregation strategy is being worked on with Finance reps from both authorities.</p>	<p>Complete</p> <p>Complete</p> <p>Transferred on 11, November, 2011.</p>		

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	<p>accounts statement include details of split of residual funding</p> <p>Contingency arrangements</p> <p>Agree cancellation / transfer of subscriptions</p> <p>Budgets for alternative services developed</p>	<p>It has been agreed that CA will act as contact for any future liability issues which arise for CE, CWaC or Pan Cheshire. Funding will be disaggregated, with an agreement that latent liabilities will be funded jointly by each authority if any arise in the future.</p> <p>Only one current subscription to SCILS which expires at the end of Sept 2011. Current cost is around £6k for the Cheshire sub region. This will become £6k for each Borough area if there is no recognisable sub regional partnership.</p> <p>CWaC, this is being done in line with policy options.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>		
Legals	<p>Achieve common understanding on current status of the LRN</p> <p>Current contracts identified and novation agreed as appropriate</p>	<p>It has been agreed that the LRN has now been dissolved in line with section 4.11 of the partnership agreement. Current contracts have been novated East or West, further discussions required to resolve</p>	<p>Complete</p> <p>Complete</p> <p>CA/VH will oversee any necessary completions in</p>		

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	<p>Ensure that LRN has been properly closed down: Partnership Agreement, MOU</p> <p>To ensure that legal requirements in delivering alternative arrangements in CE and CWAC are considered</p>	<p>who administers each of the pan Cheshire contracts.</p> <p>LRN has been dissolved as per 4.11 of partnership agreement.</p> <p>Skills for Care MOU lapses when LRN ceases a partnership.</p> <p>CWaC, Legal advice is being sought as part of the options appraisal that is taking place.</p> <p>Legal advice also being sought in CE.</p>	<p>line with agreements</p> <p>Complete</p> <p>Legal representation from both CE and CWAC are satisfied with the final delivery arrangements in each council.</p>		