

Service Transition Log – Traffic Signal Control


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			The shared service ended on 6 th October 2011 with the management of this service being taken over by each Council separately, with the following lead officers: CWAC – Rob Brooks CE – Kevin Melling In CE, Traffic Signal Control is delivered by Ringway Jacobs.		

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People			Disaggregation of service personnel by previous vested arrangements has been completed. The management structures for CE and CWAC are separated to ensure staff have clear reporting and line management in each Council.		
Processes			Processes readily self contained for Cheshire East and Cheshire West.		
Customers			Traffic Signal Control is a front facing service. Both CE and CWAC are using their own branding for all documents and communications.		
Technology			<p>There are currently two UTC systems currently in operation at Backford Hall both procured by Cheshire County Council.</p> <p>Transport for London (TfL) – Supports all UTC locations in Cheshire West and Chester area.</p> <p>Peek – Supports all UTC locations in Cheshire East e.g. Crewe and Macclesfield.</p> <p>CWAC's CCTV system –TYCO – is also housed at the same location but this is due to be moved by BT on 1 May 2012.</p> <p>Discussions have taken place between the two authorities to agree location of systems and timing of moves following the closure of Backford Hall. It has been agreed that the UTC systems will be moved to Kelly House – the ICT Shared Service Data Centre. This move will be timed to coincide by the work to be undertaken by BT</p>		<p>JOB have agreed to submit the UTC Transition Log to the Joint Committee on the basis of the arrangements in place which they will continue to monitor until these have been completed.</p> <p> RE Urban Traffic Control - Shared Serv</p>

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Assets			CE CCTV element of service has been relocated to Crewe. CWAC CCTV system will remain in Backford Hall until 1 May 2012 when it will be relocated to The Forum.		JOB have agreed to submit the UTC Transition Log to the Joint Committee on the basis of the arrangements in place which they will continue to monitor until these have been completed.
Finance			Funding for the shared service concluded on 31 March 2011 on the basis of its planned disaggregation later that year. In the interim costs for the service were met directly as appropriate by each Council.		Confirmed by service accountant  FW Urban Traffic Control - Final Financial
Legals			Statutory duties have been taken over by each Council separately		