NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

Programme Director's Update

August 2020

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Programme Status Summary

Overall FN programme RAG rating as at 29th July 2020

Programme	Programme Lead	Programme Status	Commentary	Estimated Direction of Travel for next period
Place North	Ian Vincent	G		G
Place West		G		G
Finance	Barry Scarr	A	The programme is progressing well but has only been in existance for 6 weeks and further scoping activity and dependency mapping is required to move from amber status.	G
Corporate	Martin Cox	A	Whilst Councils are supporting where they can, the issue of releasing resources due to COVID impact remains a material issue that could impact the delivery of key areas.	A
Childrens	Liz Elliott	A	Good progress has recently been made on the children's trust although this requires close management and programme governance to keep on track. Education Services require considerable work to fully establish the requirements for day one and potential costs of disaggregation being affordable in the wider context. Whilst amber at this stage the next few weeks will be critical in establishing this and some choices may need to be considered.	A
Adults	Anna Earnshaw	A	This has moved from green to amber. This related to Adults moving ahead at a faster pace to the other areas of the programme, Adults are testing some of these approaches in the context of HR and working through the matters arising.	G
ICT	Richard Ellis	G	Good progress has been made following the introduction of specialist resources and intensive work in moving the status of key systems. Some work still required on the Capita Education System . The next phase requires more detailed work on the service specific systems and what is required for day one in line with aggregated and disaggregted services and further reports will be provided should risks be identified.	G
Customer and Digital		G		G

Programme Notes

Trade Unions – Engaging with trade unions on blueprint progress.

Blueprint Preparation – See separate report

Implementation reporting and preparation – Ensuring we have captured the assurance framework and the methodology for reporting implementation by North and West (slide 5).

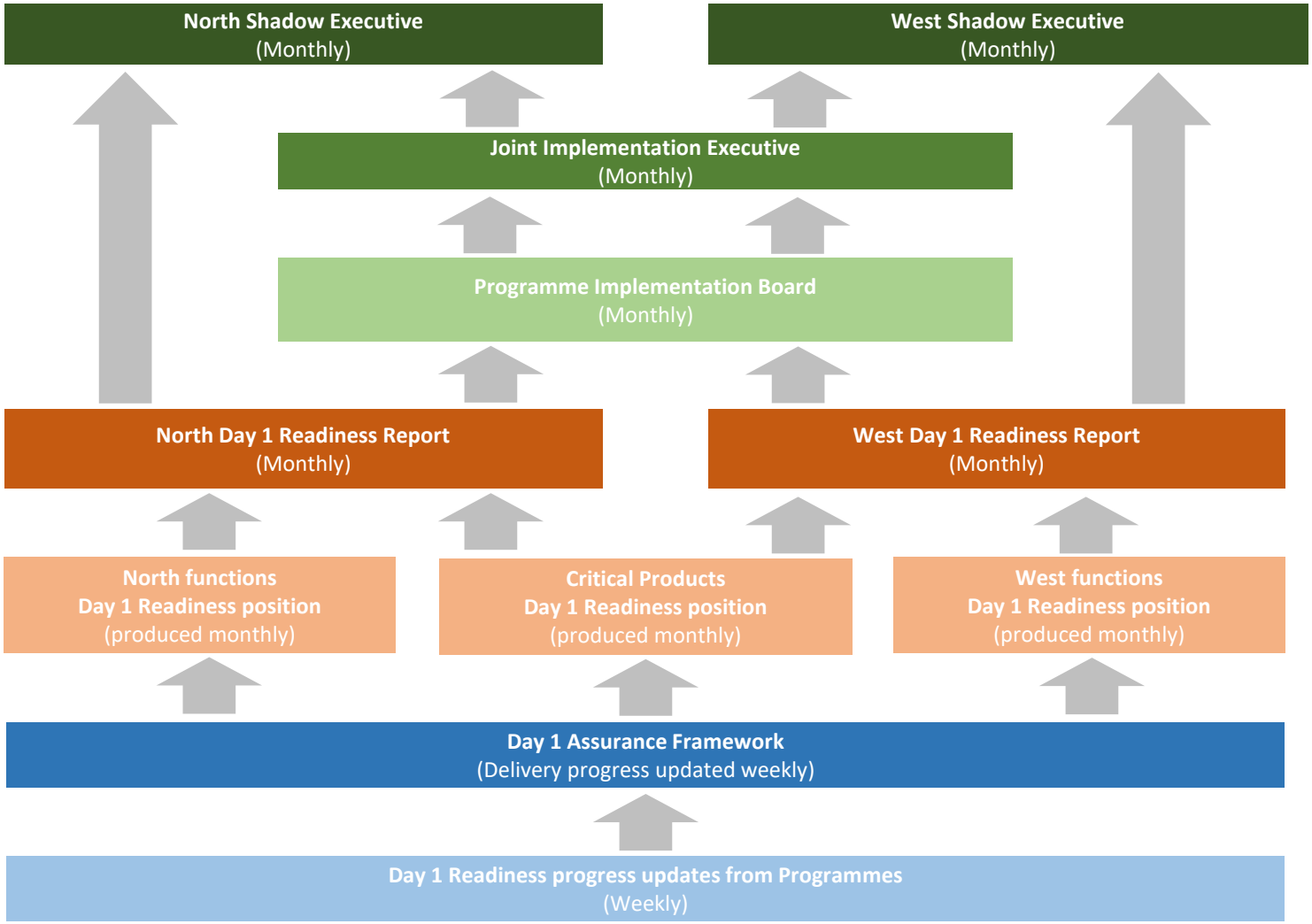
Programme Health check – Undertaken by LGA representatives across the programme in July. The report is attached as an appendix to the Programme Directors update.

Finance – See separate report as appendix to Programme Directors update.

Programme Health Check

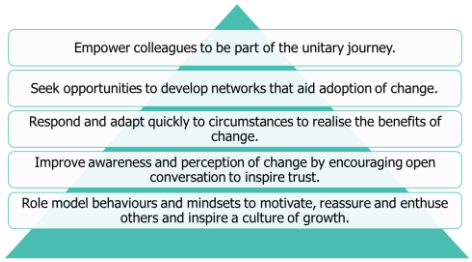
- Undertaken throughout July
- Covered all programmes of work
- Undertaken by the LGA
- Full report attached in appendix, overall positive with recommendations included.
- Purpose: to assess the planning to date prior to the commencement of the implementation phase with an opportunity for independent assessment in order to strengthen the approach.

DAY 1 ASSURANCE: MONITORING AND REPORTING APPROACH



Change Management

Actions through July



Slack Channel launched ✓

Benefits Include:
- Providing Change Champions with a way to communicate & collaborate
- Networking in real time
- A safe space to access peer support.

Survey and Updates ✓

Benefits Include:
- Identification of Engagement & Support needs through recent Survey
- Sustained momentum with third, change champion update

Key Product Roll-out ✓

Benefits Include:
- Supporting ICT colleagues to roll-out plans for MS365.
- Pilot areas realised

Place Programme Initiatives ✓

Benefits Include:
- Effective Transition to new Programme
- A Revised Place Programme Change Approach
  Endorsed at Place Board on 15 July.

Customer & Digital Programme ✓

Benefits Include
- Working with 68 of our Change Champions to support the testing of the voice and email automation pilots.

Communications & Engagement in Adult Social Care Programme ✓

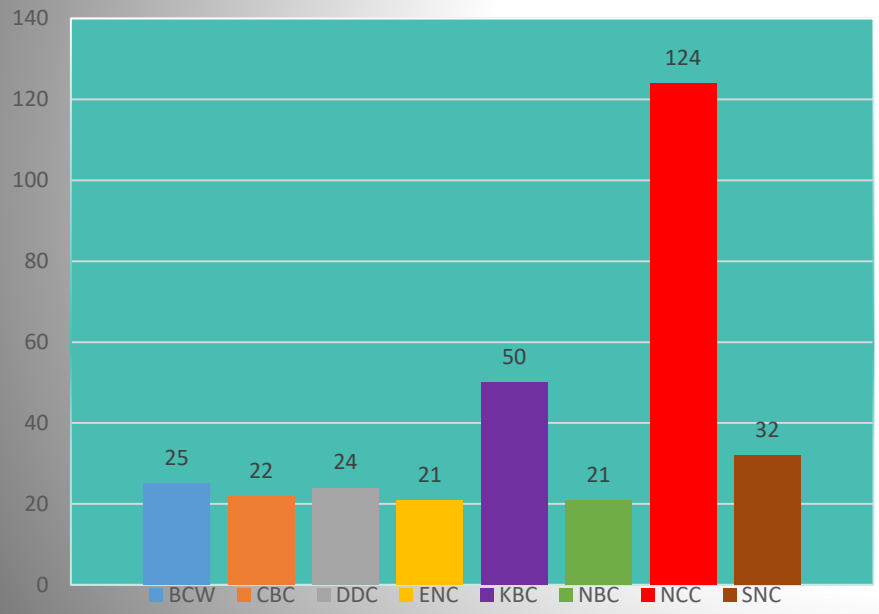
Benefits Include:
- Use of innovative media ideas for effective / personable communication purposes – videos
- Workforce updates via Newsletters
- Opportunity for ASC Change Champions to test principles for wider Change Champion sessions via Zoom sessions

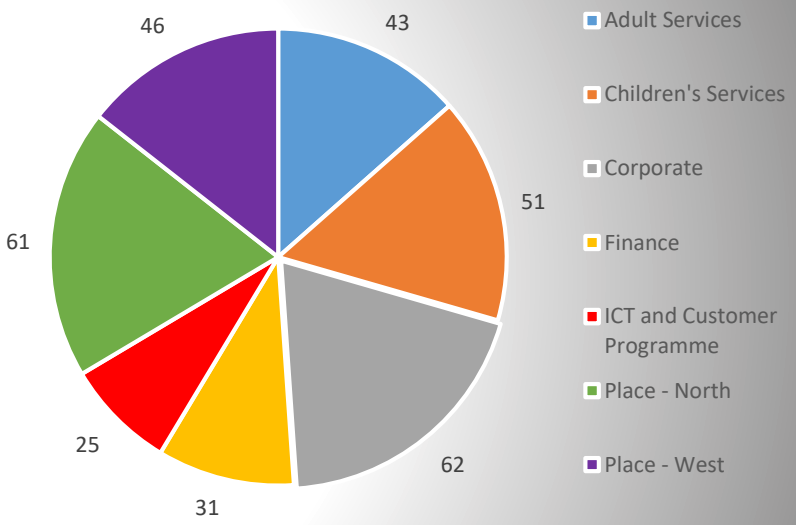
Change Champion Gap Analysis ✓

Benefits Include:
- Demonstrated need for Change Champions in the majority of services across the Boroughs and Districts
- Recruitment campaign developed
- Focused recruitment where identified

Change Champion Gap Analysis ✓

The numbers…





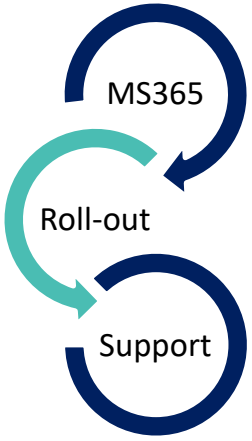
Net increase of 13 from 306 to 319

Change Charter launched for Change Champions
to complete with their teams.

Focus Areas	Guidance/Notes/Agreements
Team Mission/Moto for the Change: What does the team want to achieve by Vesting Day (1st April 2021) to prepare for becoming part of the Unitary Councils (North or West). Does the team want a team moto?	Discuss and agree with your team a statement that describes how you will all prepare for Vesting Day. If you choose to, create a team moto to reflect the statement.
Roles and Responsibilities: Who will fulfil the following roles and responsibilities leading up to the change? Change Sponsor/s (senior leader for the team/service) Change Champion/s (registered with Future Northants) Change Manager/s (Aligned through the Future Northants Programme Team) Team managers leading the change (Line managers responsible for leading their people)	Discuss who will fulfil the roles and agree what the responsibilities are.
Skills and Strengths: What skills and strengths does your team have to ensure the preparation for change is successful? Skills: Strengths:	Consult with your team to understand and identify what skills and strengths the team have which will support the changes needed.
Weaknesses and Risks: What weaknesses and risks can be identified which may adversely impact the preparations for change? Weakness: Risks:	Consult with your team to understand and identify where there may be areas of challenge and what risks need to be managed.
Team Values: What top 5 attitudes, attributes or beliefs will the team need in order to safeguard successful transition to the unitary authorities? 1: 2: 3: 4: 5:	Consult with your team to understand and identify the team values which relate to successful change.
Support and Information: What support and information will the team need in order to prepare them for successful transition into the Unitary Authorities? Support: Information:	Consult with your team to understand the support and information which will assist you in all preparations.
Team Commitments: What will the team commit to in order to ensure successful integration in to the Unitary Authorities?	Use the data from the consultations you have carried out with the team to identify what your team commitments need to be.
Team Activities: What activities might the team need to organise, plan and deliver in order to prepare for successful transition? Who will do this?	Discuss with the Change Sponsor and line managers what activities may help the team to progress through the change effectively. E.g. team meeting discussions, team event, fun quiz. Get commitment from sponsor and managers to lead on activities with you.

Actions through August

Colleague Support Activities Continue.....



Staff Engagement Activities Continue.....

Additions

- Change Champion Recruitment Campaign
- Change Champion Survey
- Identification of Support, Engagement and Themes
- ICT Programme Development Session
- Change Coaching Sessions

Change Maker: Completion of team profiling with role out of team workshops per programme team/role team.

Change Impact Assessments completed.

Communications and engagement

Comms and Engagement Resources – Increased capacity in specialist comms and engagement support to provide expertise and capacity as we move into the implementations phase. We have also recruited interim support at senior level and seconded three people from District and Borough Comms and Engagement teams.

Planning engagement on the blueprint with elected members, trade unions, approach and consultation, engagement with the workforce.

Recent activity

- ✓ Shadow authority logos approved and rolled out for us
- ✓ New council logos in development by Task and Finish Members Group; See agenda item
- ✓ Branding audit progressing
- ✓ Launched consultation on harmonising opening hours through website and social media platforms
- ✓ Developing jargon buster for stakeholders
- ✓ Vision & culture support
- ✓ Social media policy & protocols in development

Finance Report Summary

APPENDIX 2