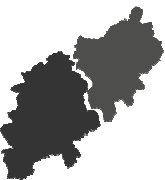


Document Type	Recommendations Report
Programme	Future Northants
Title	Day One Accommodation - North
Audience for this document	
<p>Day One Accommodation Task & Finish Group - North</p> <p>Programme Implementation Board</p> <p>Joint Implementation Executive</p> <p>North Shadow Authority</p>	
Purpose of this document	
<p>To make recommendation to the North Shadow Authority that the principles for Day One Accommodation and associated approach are agreed. Adoption of the principles set out in this report will allow the Future Northants Programme to communicate clearly on the approach for Day One Accommodation affecting staff and elected Members across the North Northamptonshire District and Borough authorities and the County Council.</p> <p>The Members Accommodation for the Shadow Authorities Presentation was given to the Leaders Oversight Board on 19th February 2020, but due to Covid-19 it was in need of review. This document represents the beginning of that review and will outline and act as a foundation for the Day One Accommodation project, which aims to achieve the following:</p> <p>NORTH AUTHORITY ACCOMMODATION</p> <p>To ensure the North Unitary Authority has the required accommodation to meet its Safe and Legal responsibilities from Day 1, incorporating Base and Service Office locations.</p> <p>MEMBERS' ACCOMMODATION (FULL COUNCIL MEETING)</p> <p>To ensure the North Unitary Authority has the required accommodation to meet its Safe and Legal Democratic obligations for Members, incorporating Full Council Meetings (including Shadow Council meetings if required).</p> <p>The Day One Accommodation T&F Group are in place to ensure the unitary authority has the required accommodation to meet its safe and legal responsibilities from Day One.</p>	

Document Control

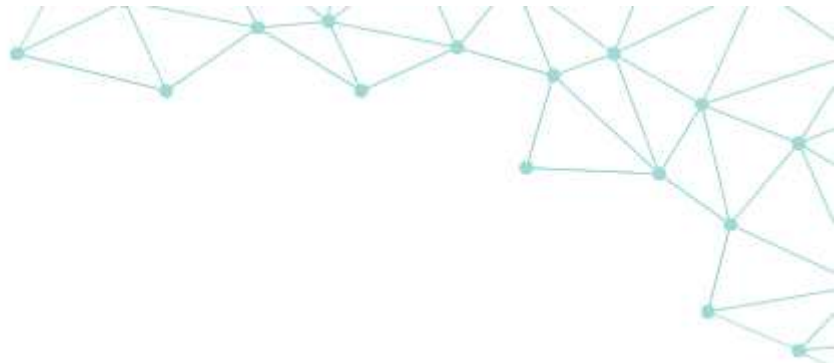
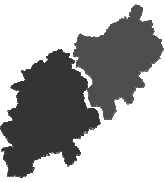


Version History (please see version control guidance)			
Date	Version	Author	Brief Comments on Changes
7/7/20	1.0	Colette McDade	First Draft
8/7/20	1.1	Brian Degruchy	Comments and amends
14/7/20	1.2	Colette McDade	Draft 2 including BD comments
15/7/20	1.3	Brian Degruchy	Comments and amends
17/7/20	1.4	Colette McDade	Draft 3 including BD comments and WM
28/7/20	1.5	Colette McDade	Including T&F feedback

Distribution (For Information, Review or Approval)	
Name	Resp⁽¹⁾
Nick Byrom, Programme Manager for Place West	I
Brian Degruchy, Programme Manager for Place North	R
Day One Task & Finish Group North Councillor Wendy Brackenbury Councillor Tim Allebone Councillor Gill Mercer Councillor Andrew Scarborough Ian Vincent Brian Degruchy Tricia Martin Liz Elliott Councillor Mark Dearing	R
Ian Vincent, CEO DDC and Place Programme Lead	A
Cllr. Wendy Brackenbury Task and Finish Chair (North)	A
Place Board Members	A
Programme Implementation Board	A
Joint Implementation Executive	A

(1) Responsibility: I=Information, R=Review, A=Approval

Document Approval	
Date	Who
	Ian Vincent, CEO DDC and Place Programme Lead
	Cllr. Wendy Brackenbury Task and Finish Chair (North)
	Place Board
	Programme Implementation Board
	Joint Implementation Executive



North Northants Shadow Authority

Background

Currently the responsibility for delivering public services in Northamptonshire is split across eight councils in two tiers. This is less cost effective than it could be and can feel fragmented to service users. Joining these services up into a unitary system with a single governance structure will provide more consistent and efficient service, with considerable opportunities to improve value for money.

The unitary structure selected will see the eight existing councils transitioned into two Unitary Authorities, one for West Northamptonshire and one for North Northamptonshire.

The impact of Covid-19 on the Programme has resulted in the original objectives, but not the timeline, being revised. Vesting day remains 1st April 2021 and all deliverables required to make the transition Safe and Legal are still required to be delivered by this date along with any transformational change that is feasible for this delivery date. Any further service transformation not feasible in this time period will form part of a two year transformational programme deliverable post vesting day.

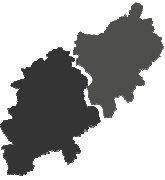
Although Day One Accommodation formally sits within the Place Programme, it is likely to impact all areas across the programme and both authorities.

Recommendation

The Day One Accommodation Task & Finish Group recommends the current working and location arrangements are maintained where feasible, safe and legal for Day One. Exceptions to this may be considered where they are essential to the provision of key services to residents, they are essential to achieve the requirement of Safe and Legal or to maintain alignment with any changes to legislation, with particular regard to the changeable Covid-19 situation.

1. Key Principles recommended for Day One Accommodation (North)

- 1.1 All staff will maintain their current location and working arrangements, unless there is a strong and compelling business case to move them. Some staff should expect to see some changes in their accommodation during the first year.

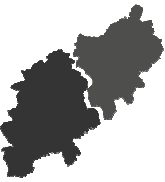


- 1.2 All North elected Members will continue to work remotely and attend meetings virtually. Space within council offices will be used where appropriate for smaller meetings.
- 1.3 Arrangements will be made to identify member accommodation in the North, for when needed during year one.
- 1.4 We will keep the approach simple and work within the Covid regulations as they are currently, with a view to ensuring we can adjust to changes in these regulations as they evolve.
- 1.5 If the board are in agreement, these principles will be 'tested' with District and Borough and NCC managers to ensure all mechanisms for assuring Day One Accommodation readiness are in place.
- 1.6 Reliable IT technology will be in place for Day One, allowing staff and Members to work and meet remotely and effectively.
- 1.7 The wellbeing and mental health of staff and Members whilst working from home will be a key consideration and we will develop appropriate support tailored for this scenario.
- 1.8 Evidence based assurance will be in place at each stage to ensure Day One Accommodation unitary authority readiness for North Northamptonshire.
- 1.9 The previously identified need to use Kettering Conference Centre for Member meetings has been superseded by the current virtual working arrangements in place due to Covid-19.
- 1.10 Changes will be communicated effectively, with regard to timing, audience and level of detail.

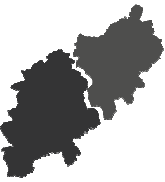
2. Approach

The Task and Finish group for Day One Accommodation North met for the first time on Friday 26th June 2020. Principles and approach were discussed, taking into account the revised objectives due to the impacts of Covid-19. Impacts on staff, members and service users were a key consideration.

The approach agreed is that all staff will maintain their current location and working arrangements, unless there is a strong and compelling business case to move them. There are a list of deliverables necessary to provide essential capabilities required in the interim period, and to ensure the situation is clearly communicated and well monitored.



- 2.1 Complete an audit in line with the principles to confirm that every member of staff will know where they will be working on Day One and that everything will be in place for them to transition seamlessly.
- 2.2 Communicate to IT the essential requirement for the delivery of webcasting and electronic voting in the interim.
- 2.3 Provide reassurance that every member of staff will have a place to work and evidence how this will be achieved. This will form the basis for the communication strategy for this project and will drive the messaging aimed at staff.
- 2.4 Ensure all staff who are office based on day one, have the appropriate workspace allocation and building access including a valid ID card
- 2.5 Evidence technical testing of IT capability to support remote working, already underway outside this project. Including a statement of existing performance to help illustrate current capability.
- 2.6 Evidence that all appropriate HSE and wellbeing policies are in effect and that staff are aware of the support available, particularly in relation to home working.
- 2.7 Evidence staff perception of how their needs are being met as lockdown measures relax, via existing survey results and new surveys if this becomes necessary.
- 2.8 Plan for and manage the short list of potential exceptions to maintaining the current location arrangements. We will make the relevant moves as soon as it is practical to do so.
 - 2.8.1 Accommodation of Chief Executives after their appointment later in the year
 - 2.8.2 The co-location of Senior Management with the Chief Executives
 - 2.8.3 New starters and role movers who may be required to be office based
 - 2.8.4 Managers responsible for teams across multiple locations may need multiple desks spaces allocated
 - 2.8.5 NCC staff based in the West, disaggregated into the North Authority.
- 2.9 Prepare to review and react to requests to move to in-office working for both technical and wellbeing reasons, should they occur.
- 2.10 Document and monitor maximum capacity and key information of all locations



- 2.11 Confirm Fire and First Aid representation is in place across all locations in accordance with existing requirements
- 2.12 Understand any relocation requirements that may result from the ongoing Future Northants programme, including those driven by system implementations, and plan accordingly
- 2.13 Continue Day 1 Accommodation Task and Finish group meetings on a monthly basis to monitor progress and safeguard strategic direction.
- 2.14 Work with the relevant areas to deliver a clear and timely plan for communicating with all staff, members and officers. This may include readiness activities if necessary.

3. Other Considerations

Risks

- 1. When gathering feedback, staff may not feel comfortable sharing their feelings around home working.
MITIGATION: Offer staff a variety of ways to share their opinions, including ways to do so anonymously to offer reassurance.
- 2. Potential for issues or confusion should the West and North authorities take different approaches to Day One Accommodation
MITIGATION: Single Project Manager to maintain consistency and manage exceptions
- 3. In order to comply with Covid-19 regulations and offer adequate social distancing, the capacity of council buildings has been reduced significantly. This may cause challenges if and when seeking accommodation for requested moved prior to vesting day, and beyond for the duration of the regulations.



Assumptions

1. All staff will maintain their current location and working arrangements, unless there is a strong and compelling business case to move them.
2. Current virtual arrangements for Members and Officers will remain in place until post vesting day.

Dependencies

1. IT will be fully functional from Day 1 to facilitate reliable virtual working for staff and Members across all departments and geographies
2. IT will continue supporting virtual working requirements in the interim period as is, with no reduction in service or performance.