FUTURE NORTHANTS
North Northants Joint Committee

March 2020 Programme Update
Programme Directors Update

- Programme RAG Status Overview
- Design Phase Dashboard
- Programme Highlights and Corporate Systems
- Statutory Recruitment Update
- Working with Trade Unions
- Comms and Engagement
- Change Management
## Programme Directors Update

### Summary Highlight Report  Period Feb-20

<table>
<thead>
<tr>
<th>Finance</th>
<th>Overall Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Running Costs</td>
<td>G</td>
<td><em>CONSTANT</em></td>
</tr>
<tr>
<td>Benefits Realisation</td>
<td>G</td>
<td><em>CONSTANT</em></td>
</tr>
<tr>
<td>Disaggregation/Aggregation</td>
<td>A</td>
<td>On track but work underway to align the deliverables to the milestones in the programme</td>
</tr>
<tr>
<td>Financial Modelling</td>
<td>G</td>
<td><em>CONSTANT</em></td>
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</table>

<table>
<thead>
<tr>
<th>Day One Preparations</th>
<th>Overall Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoping activity</td>
<td>A</td>
<td>Not all workstreams completed and Programme Manager Vacancy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May Preparations</th>
<th>Overall Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of activities leading to 1st Shadow Councils meetings</td>
<td>G</td>
<td>On track but plan not fully completed</td>
</tr>
</tbody>
</table>

### Key Points To Note

- **Complexity of work**
- **Intensity of activity**
- **Any slippage will be difficult to pull back**
- **Planning provisional days and putting holds on time in March to complete work feeding into the straw person development**
Design Phase

- Design Principles
  Workshops with Leaders and SMEs nearing completion

- March we start putting together the straw persons

- Engagement with Joint Committee Members in April
### Design Phase Dashboard

- All workshops in January completed.
- Design Principles workshops scheduled and underway in February with Leaders.
- March Straw person workshops scheduled but risk status cannot be assessed until outputs of February workshops are confirmed.

#### Programme Status Report - Design Phase

<table>
<thead>
<tr>
<th>Year</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
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#### RAG Status

- **On Track**
- **Delay but recoverable**
- **Deadline Missed**
Highlights

• Engine room functioning and feedback good.
• Completion of Leader workshops in January
• Design Principle Workshops nearing completion
• Benefits realisation workshop
• Gateway review underway
• Critical Friend Review - LGA
• Developing a peer review with LGA for October
• ERP System
• Market stall sessions nearing completion

Corporate Systems

• Going out to competitively procure two Committee Management Systems (CMS)
• Enterprise Resource Planning (ERP) System – Independent review completed preferred option now in planning
• Set up a Technical Design Authority to oversee Systems Architecture and Transition of legacy systems through to Vesting Day
Recruitment to Statutory Roles

Interim Recruitment - Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer)

- Meeting has taken place with North Recruitment Working Group, 14 February 2020, to discuss timeline for interim process and develop interview questions and proposed presentation topics
- Second meeting with to be scheduled with North Recruitment Working Group in early March to finalise materials for interim recruitment process

Permanent Recruitment update – Statutory Roles (Head of Paid Service, Monitoring Officer, s.151 Officer, DCS and DASS)

- Executive Search agency submissions received by 14 February 2020
- Successful tender award to be confirmed w/c 24 February
- Meeting has taken place with the North Recruitment Working Group, 14 February 2020 to:
  - to look at draft role profile for permanent Head of Paid Service Role
  - Discuss benchmarking / market rates for permanent statutory roles
  - High level interview question areas have been explored
Unitary Working With Trade Unions Agreement

- Working with Trade Unions Agreement amended to reflect feedback from 16 January meeting.

- Discussion with the Design Board regarding TU’s additional request for 2.5 days additional facility time per trade union – outcome of the design board discussion will be shared with the trade unions at the meeting, 27 February 2020.

- Diary appointments for both Trade Union Forums have been scheduled and a template to share a summary of work to date across all workstreams with the trade unions is being drafted.
Communications and engagement

- Comms to all staff about the approval of the SCO
- Straw person video to explain how it works and its importance in helping to shape the new unitary councils - https://youtu.be/BJYDagExii8
- FAQs updated on the two websites
- Added ‘Opportunities’ section to website
- Promoting Engine Room Tours to all Councillors including Town and Parish
- Council Tax insert on unitary programme
- Activated social media platforms and started populating

  www.facebook.com/futurenorthantswest
  www.facebook.com/futurenorthantsnorth
  https://twitter.com/futureNwest
  https://twitter.com/futureNnorth
Communications and engagement

- Planning Engagement Sessions for Corporate Programme as a pilot for all programmes to follow across all councils.
- Plan to be developed for April implementation based on above pilot
- Developing a jargon buster.
Change Management

• Engine Room tours and feedback very positive

• Change readiness assessments undertaken across Corporate Services Programme (3 Feb onwards)

• Corporate Service Programme change approach provided to Corporate Board for feedback (28 Jan)
• Facilitating change champion involvement in Office 365 customer journey mapping throughout Feb into March

• Member Engine Room tours scheduled for 10/28 Feb and 4 Mar (including 3 evening tours)

• Change champion meetings scheduled for 24 Feb (Northampton) and 26 Feb (Corby)
Elected Member’s Engine Room Tours

<table>
<thead>
<tr>
<th>Date</th>
<th>Availability</th>
<th>Booked</th>
<th>Attended</th>
<th>No-shows</th>
</tr>
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<tbody>
<tr>
<td>Monday 10th February</td>
<td>40</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Friday 28th February</td>
<td>50</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday 4th March</td>
<td>80</td>
<td>8</td>
<td></td>
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</table>

Early feedback includes:

- “Feeling very positive now that I had a great explanation of the plans”
- “Excellent presentation of various elements of transformation and how they fit in”
- “Good to see all the work done and to be reassured that potential issues are being identified and considered”
- “A really interesting and informative tour”

Number (5 councillors are dual-hatted)

<table>
<thead>
<tr>
<th>Area</th>
<th>Number</th>
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<tbody>
<tr>
<td>Corby</td>
<td>2</td>
</tr>
<tr>
<td>Daventry</td>
<td>1</td>
</tr>
<tr>
<td>East Northants</td>
<td>4</td>
</tr>
<tr>
<td>Kettering</td>
<td>2</td>
</tr>
<tr>
<td>Northampton</td>
<td>3</td>
</tr>
<tr>
<td>South Northants</td>
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</tr>
<tr>
<td>Wellingborough</td>
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</tr>
<tr>
<td>County</td>
<td>5</td>
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<tr>
<td>Town and Parish</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>28</strong></td>
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Change champion snapshot

<table>
<thead>
<tr>
<th>Council</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Borough Council of Wellingborough</td>
<td>25</td>
</tr>
<tr>
<td>Corby Borough Council</td>
<td>21</td>
</tr>
<tr>
<td>Daventry District Council</td>
<td>24</td>
</tr>
<tr>
<td>East Northamptonshire Council</td>
<td>17</td>
</tr>
<tr>
<td>Kettering Borough Council</td>
<td>47</td>
</tr>
<tr>
<td>Northampton Borough Council</td>
<td>16</td>
</tr>
<tr>
<td>Northamptonshire County Council</td>
<td>96</td>
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<tr>
<td>South Northamptonshire Council</td>
<td>28</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>274</strong></td>
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Information correct as of 6 February 2020

Next meetings:
- 24 Feb hosted by NBC
- 26 Feb hosted by CBC

Focus:
- what’s coming up
- who makes decisions
- purpose of enabler roles and an HR overview
Risk Management Strategy

• 1 Introduction to the Programme Approach to Risk Management

• 2.5 Future Northants programme appetite to risk

• 2.7 Risk Management Roles and Responsibilities

• 2.16 Difference between risks and issues

• 2.17 Explanation of likelihood and impact

• 2.22 Risk escalation (e.g. if each programme identifies the same programme risk then we should escalate it to Enterprise level)

• 3 Behaviours (incumbent on us all to take an interest, play our part and manage risks and issues effectively).