

Annex A.

TRANSITION PROGRAMME PROGRESS UPDATE

Joint Shared Services and Personnel Committee

Decoupling - Cherwell DC & Oxfordshire CC



**OXFORDSHIRE
COUNTY COUNCIL**



Cherwell

**DISTRICT COUNCIL
NORTH OXFORDSHIRE**

Timeframe

Meeting	Feb	Mar	Apr	May	June	July	Aug	Sept
Joint Officer Transition Working Group		7 March	4 April	12 May	20 June	18 July	TBA	N/A
Joint Shared Service and Personnel Committee		14 March	25 April	23 May	4 July	29 July	TBA	N/A

Meeting	Feb	Mar	Apr	May	June	July	Aug	Sept
Phasing		Baseline	Phase 1	Phase 2	Phase 3	Implementation Phasing		Go Live Phase

High Level Plan – Baseline Phase

Action	Lead	Feb	Mar	Apr	May	June	July	Aug	Sept
Head of Paid Service	Council	Appointment of Chief Executive and HoPS on the 7/2/22							
S.151 Officer	Council	Appointment of S.151 Officer, Assistant Director – Finance on the 7/2/22							
Monitoring Officer	Council	Appointment of Monitoring Officer (interim) on the 7/2/22							
Interim CDC Structure	Yvonne Rees	Interim CDC structure report approved by Personnel Committee							
OCC Structure	Stephen Chandler	No changes proposed to current OCC structure							
Heads of Terms for the JOTWG (in support of JSS&P Committee Terms of Reference)	Shahin Ismail/Anita Bradley	Draft Head of Terms prepared and with OCC	Head of Terms agreed by JOTWG 7 March						
JSSP Timeframe	Yvonne Rees/Stephen Chandler	Timeframes to be established	14 March	25 April	23 May	4 July	29 July		
JOTWG Timeframe	Yvonne Rees/Stephen Chandler	Timeframes to be established	7 March	4 April	12 May	20 June	18 July		
Staff Engagement Timeframe (CDC)	Yvonne Rees	Timeframes to be established	16 March	6 April 26 April	18 May	8 June	6 July 27 July	17 August	7 September
Baseline Financial Cost	Michael Furness/Lorna Baxter	Baseline Financial Cost prepared – needs agreement of JOTWG	Finalise Baseline	To be agreed at 4 April JOTWG					
Baseline Services	Michael Furness/Lorna Baxter	Baseline Services prepared – needs agreement of JOTWG	Finalise Baseline	To be agreed at 4 April JOTWG					
Baseline Structure	Karen Edwards	Baseline Structure prepared – needs to agreement of JTOWG	Finalise Baseline	To be agreed at 4 April JOTWG					

Progressing to plan

Adjustment to plan

Not on plan

Complete

High Level Plan – Phase One

Service Area	Lead Officers	CDC	OCC	JOTWG	Notes
Housing Services	Vicki Jessop	Statutory Service decision 21 st February	Decoupled from OCC	7 March	To be reflected in decoupling arrangements, employment and financial.
Healthy Place Shaping	Nathan Elvery/Ansaf Azhar	CDC separation to support local policies and community development		4 April	Omitted from original service review list
Climate Team	Nathan Elvery/Bill Cotton	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	4 April	Approved direction by JSS&P Committee – 14 th March 2022
Internal Audit	Michael Furness/Lorna Baxter	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	Virtual	Approved direction by JSS&P Committee – 14 th March 2022
Counter Fraud	Michael Furness/Lorna Baxter	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	Virtual	Approved direction by JSS&P Committee – 14 th March 2022
Corporate Health and Safety	Nathan Elvery/Karen Edwards	CDC separation to support service.		Virtual	Approved direction by JSS&P Committee – 14 th March 2022
Policy and Strategy	Nathan Elvery/Susannah Wintersgill	CDC separation to support local policies.		Virtual	Approved direction by JSS&P Committee – 14 th March 2022

Partnership

Further Work

Decouple

Complete

High Level Plan – Phase Two

Service Area	Lead Officers	CDC	OCC	JOTWG	Notes
Emergency Planning	Nathan Elvery/Steve Jordan	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	12 May	Approved direction by JSS&P Committee – 14 th March 2022
Regulatory Services & Community Safety	Nathan Elvery/Steve Jordan	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	12 May	Approved direction by JSS&P Committee – 14 th March 2022
Legal Services	Shahin Ismail/Anita Bradley	CDC separation to support statutory role.		12 May	Approved direction by JSS&P Committee – 14 th March 2022
Democratic Services	Shahin Ismail/Anita Bradley	CDC separation to support service.		12 May	Approved direction by JSS&P Committee – 14 th March 2022
Strategic Marketing, Communications & Engagement	Nathan Elvery/Susannah Wintersgill	CDC separation to support local priorities.		12 May	Approved direction by JSS&P Committee – 14 th March 2022
Insight & Corporate Programmes	Nathan Elvery/Susannah Wintersgill	CDC separation to support local priorities.		12 May	Approved direction by JSS&P Committee – 14 th March 2022
Information Governance	Shahin Ismail/Anita Bradley	CDC separation to support statutory role.		12 May	Approved direction by JSS&P Committee – 14 th March 2022
FOI's	Shahin Ismail/Anita Bradley	CDC separation to support local priorities.		12 May	Approved direction by JSS&P Committee – 14 th March 2022

Partnership

Further Work

Decouple

Complete

High Level Plan – Phase Three

Service Area	Lead Officers	CDC	OCC	JOTWG	Notes
Digital & IT Services	Nathan Elvery/Tim Spiers	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	20 June	Approved direction by JSS&P Committee – 14 th March 2022
Procurement & Contracts	Michael Furness/Anita Bradley	Ongoing Partnership Opportunity	Ongoing Partnership Opportunity	20 June	Approved direction by JSS&P Committee – 14 th March 2022
Property, Investment and Facilities Management	Nathan Elvery/Steve Jordan	Ongoing Partnership Opportunity?	Ongoing Partnership Opportunity?	12 May	Approved direction by JSS&P Committee – 14 th March 2022
Customer Experience & Customer Services	Nathan Elvery/Claire Taylor	Ongoing Partnership Opportunity?	Ongoing Partnership Opportunity	12 May	Approved direction by JSS&P Committee – 14 th March 2022
Continuous Improvement	Nathan Elvery/Claire Taylor	Ongoing Partnership Opportunity?	Ongoing Partnership Opportunity	12 May	Approved direction by JSS&P Committee – 14 th March 2022

Partnership

Further Work

Decouple

Complete



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BASELINE STAFFING STRUCTURE

Decoupling - Cherwell DC & Oxfordshire CC



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Decoupling : Joint Senior Leadership Team (CEDR)

Post	Joint	OCC/CDC	Current Position/Next Steps
Chief Executive	X	CDC	Chief Executive – Council decision taken in CDC 7 th February 2022 and OCC 8 th February 2022.
Corporate Director Commercial Development Assets & Investment	X	ODC	Phase 2 – requires further consideration.
Director of Law & Governance	X	OCC	Phase 1 – arrangements in place from 1 st April 2022.
Corporate Director, Environment and Place	X	OCC	Phase 1 – arrangements in place from 1 st April 2022.
Corporate Director, Public Health & Well Being	X	OCC	Phase 1 – Consideration of Healthy Place Shaping Lead
Corporate Director, Adults & Housing Services	X	OCC	Phase 1 – arrangements in place from 21 st February 2022.
Corporate Director, Children's Services		OCC	Not applicable
Director of Finance, S151	X	OCC	S.151 Officer – Council decision taken in CDC 7 th February 2022 and OCC 8 th February 2022.
Corporate Director, Customers, Organisational Development and Resources	X	CDC	Phase 1 – handover arrangements and notice period in place

Decoupled

On plan

Further Work

Decoupling : Wider Leadership Team

Post	Joint	OCC/CDC	Current Position/Next Steps
Director, HR	X	CDC	Phase 1 – arrangements in place from 1 st April 2022.
Director, Communications, Strategy & Insight	X	OCC	Phase 2 – review of Strategy, Strategic Marketing, Communications & Engagement and Insight & Corporate Programme teams required.
Director, Digital & IT	X	OCC	Phase 2 – review of IT services teams required.
Director, Customer Experience & Customer Services	X	CDC	Phase 2 – review of Customer Services and Quality and Performance teams required.
Assistant Director Wellbeing		CDC	Phase 1 – arrangements in place from 1 st April 2022.
Assistant Director Finance		CDC	Phase 1 – arrangements in place from 7 th February 2022
Assistant Director, Revenues & Benefits		CDC	Interim appointment for Cherwell DC – 30 th June 2022
Interim Assistant Director, Housing & Social Care Commissioning		CDC	Phase 1 - decision taken to move Housing to CDC to support the Statutory role for the Housing Authority.
Healthy Place Shaping Lead	X	OCC	Phase 1 proposals
Assistant Director, Planning & Development		CDC	Phase 1 – arrangements in place from 1 st April 2022.
Assistant Director, Growth & Economy		CDC	Phase 1 – arrangements in place from 1 st April 2022.
Assistant Director, Environmental Services		CDC	Phase 1 – arrangements in place from 1 st April 2022.
Head of Legal	X	OCC	Phase 1 – arrangements in place from 1 st April 2022
Head of Procurement & Contract Management	X	OCC	Phase 3 – this role is within the Director of Law & Governance management team.
Assistant Director, Property, Investment & Facilities Management	X	OCC	Phase 2 – review of Commercial, Facilities Management, Estates, Assets & Investment and Capital/Major Project teams required.
Assistant Director, Regulatory Service & Community Safety	X	OCC	Phase 2 – review of Regulatory Services & Community Safety teams required.
Chief Fire Officer		OCC	Phase 2 – will be decoupled at the appropriate time pending Regulatory Services & Community Safety review

Decoupled

On plan

Further Work

FINANCIAL IMPLICATIONS



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Decoupling: Cherwell District Council and Oxfordshire County Council Financial Implications

Service	2021/22 CDC Baseline £m	2021/22 OCC Baseline £m	2022/23 CDC Baseline £m	2022/23 OCC Baseline £m	Partnership Baseline
CEDR	0.283	0.257			Staff only
Housing Services	0.066	0.013			Staff only
Emergency Planning	0.025	-			Service Level Agreement
Regulatory Services	0.103	-			Staff only
Climate Change	0.064	-			Service Level Agreement
Procurement	0.170	-			Staff only
Internal Audit	0.070	-			Service Level Agreement
Counter-Fraud	0.068	-			Service Level Agreement
Legal Services	0.035	-			Staff only
Democratic Services	-	0.015			Staff only
Policy & Performance, Communications	0.304	0.473			Staff only
Communications (now included in above line)					
Information Governance	0.022	-			Service Level Agreement
FOI's	-	-			
HR Training & Health and Safety	0.011	0.109			Staff only
IT Services	0.107	0.118			Staff and Service Level Agreement
Property Services	0.053	0.031			Staff only
Customer Services	-	0.125			Staff only
Continuous Improvement	0.030	-			Service Level Agreement
Public Health	0.029	0.023			Staff only
TOTAL	1.438	1.164			