

## **Further correspondence following Scrutiny Chair's Briefing**

Graham Leach - Democratic Services Manager & Deputy Monitoring Officer

We had the scrutiny Chairs briefing session this afternoon and from this there were a few points I was asked to pass on to you ahead of the scrutiny meetings.

The Chairs thought that previously it had been requested for the report to include a Gantt chart of the work on the merger. This way Councillors will be able scrutinise if the merger (certainly integration of services) is on track, is the possible moving forward? Also Is there a comprehensive plan, for example , of all the work to integrate and what order this is being undertaken in?

For those pieces of work in section 1.5 it would be useful to have details of the work in progress and when they are due to be completed. Equally they felt it is useful to know if these are these progressing in line with the original aspirations and if there were changes why these had occurred.

In respect of the risk register their was concern that there appears to be no movement within it. More specifically the integration of ICT system had not moved or any additional mitigation to provided to help it reduce going forward. Therefore they thought it is useful for members to be informed on what work is being undertaken to mitigate the risks within the risk register further.

Moreover there was a question as to if the resources are in place to deliver the merger (or at least integration of services) and continue to deliver the services at the same time. For example the time it takes to align service approach and policies between the two Council's.

Chris Elliot - Chief Executive WDC

Thanks for the feedback. I think in this case I have written the report in less than a month since it was last reported so it should be of little surprise that many things haven't changes. As indicated in the report we will have a gant chart going forward and a more systematic approach to reporting progress.

On the risk register again given the short time since the last report it should not be a surprise that little has altered and especially ICT which in truth will be a long term issue to resolve not a short term one.

I do think that there is an issue of being able to do everything that staff normally do day to day and the merger activities. We have set aside in our respective budgets resources to support some additional work but there will need to be some regard to priorities.

I've copied in Tim as the Programme Manager who may have more comments to add.

I hope that this feedback helps.

Tim Oruye - Programme Manager SDC:

I support everything that Chris as already captured in his earlier reply regarding the latest report and the risk register.

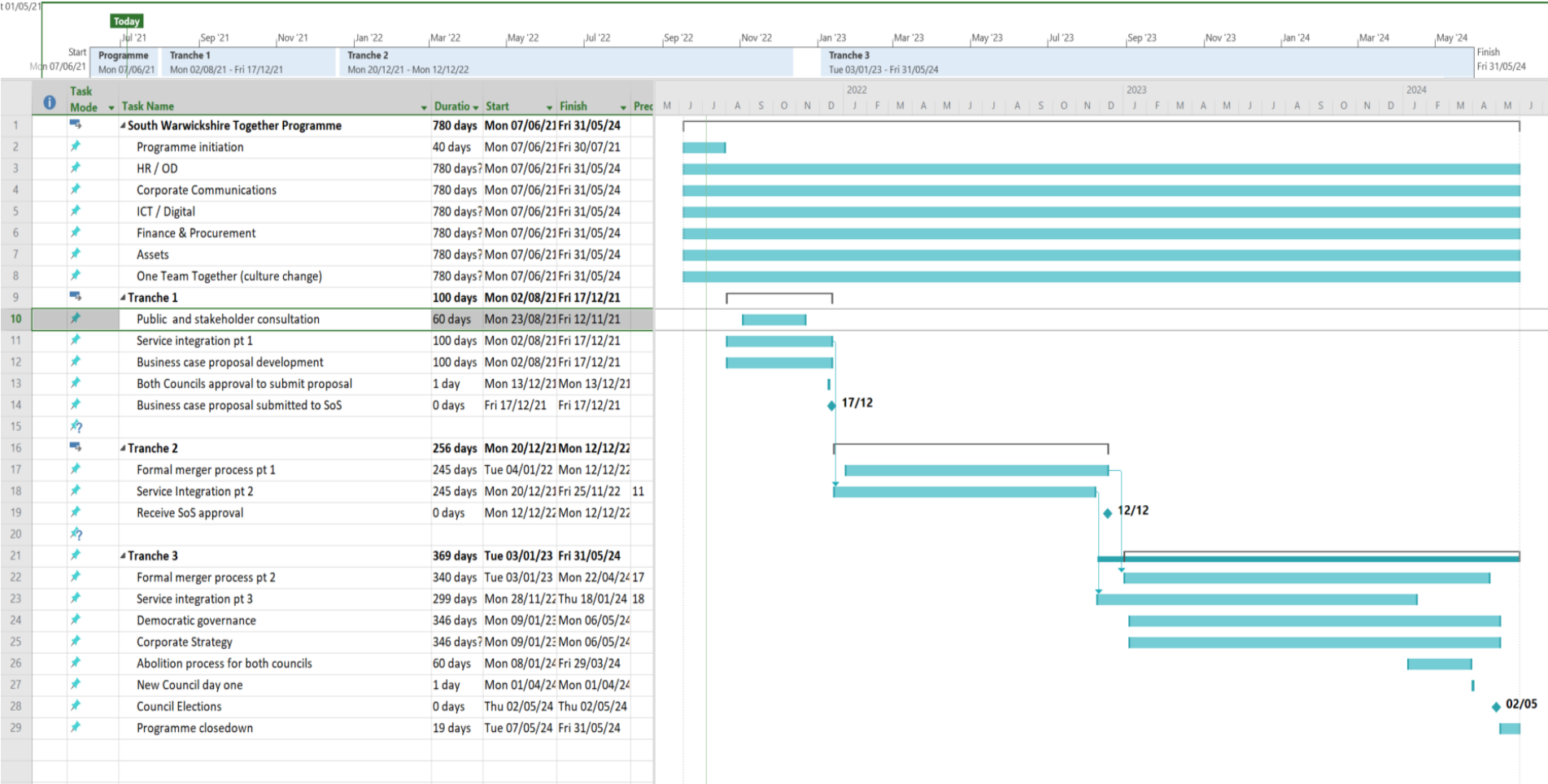
In addition, I would also seek to manage an expectation regarding having just one Gantt chart to capture every task / activity needed for the merger. This would be challenging to produce, very lengthy and difficult to maintain. There is an outline implementation plan and a Gantt chart of the workstreams that was developed during the inception of the programme last year (both attached). More detailed and comprehensive work plans will be within the 12 workstreams as they are designed, implemented and subject to dynamic changes if needed.

Coming soon...

To better inform the regular overview of programme progress, risk identification and mitigations, I am developing a highlight report template that will be seeking to capture key activities across all the workstreams within the programme, including the deliverables and dependencies deemed to be part of the critical path, the must haves for the creation of the new council on 1 April 2024, if the proposal is approved. Once developed, I propose that the programme highlight report, with a form of Gantt chart / timeline, is updated monthly, signed off by the Programme Board and then shared.

Hope that helps.

Programme Implementation Gantt Chart



## Programme Implementation Plan (Outline)

