

Appendix B

Appendix B: Table setting out requirements for fit for purpose transfer

	Requirement	Council Comment (as at 27.8.2015) on status	Affect on go live date
	Steering Board Achievables		
1	The scope of services to be externalised should be confirmed by the end of April 2015	Agreed	No longer an issue
2	The offer of SBC support services to the new organisation to be agreed by the end of April 2015	<i>The offer has been accepted but the parties are in discussions as to terms and conditions as to that set and delivery. Although critical, go live could proceed at risk without completion of these arrangements.</i>	Manageable
3	The new organisation contracts with SBC for the delivery of the services currently delivered by Arvato to SBC	<i>The principle has now been agreed but this is still subject to contractual agreement. This is critical as it is a third party supplying these services and they are key services. It is critical that this is completed before go live.</i>	Manageable
4	SBC remains the data owner and the new organisation acts as the data processor	<i>This is still in the process of being agreed and finalised. Although critical, go live could proceed at risk without completion of these arrangements.</i>	Manageable
5	The new organisation initially remains in SMP	<i>Although this has been agreed the set up of the CSO location on the ground floor of SMP remains outstanding and has now risked the ability of the service to have the fit for purpose space they have requested by the go live date.</i>	No longer an issue
6	Due diligence around the nature of the contractual provision by 3 rd party providers to be completed by end April 2015 and appropriate action agreed and taken so that relevant services can be supplied to the new	<i>This is still in the process of being agreed. Although critical, go live could proceed at risk without completion of some of the arrangements, but there</i>	Manageable

	organisation through either contract novation or assignment by September 2015	<i>would be significant risk to the CSO should suppliers refuse to agree to novations and assignment, which needs to be assessed as a matter of urgency to assess its affect on the go live date.</i>	
7	A senior management team to support the Chief Executive of the new organisation is in place in good time to understand the service area and is in a position to operate fully in shadow form (no later than July 2015)	<i>A structure has been set up and appointments have been made to it by the DfE and CSO.</i>	No longer an issue
8	Staff terms and conditions along with pensions are agreed to allow a proper TUPE consultation and transfer		No longer an issue
9	A client team has been recruited and is in place at SBC to monitor the new organisation's contract before go live	<i>This is still in the process of being agreed once the Outcomes Specification is drafted.</i>	Manageable
10	In the development of the services contract, enough time is allowed for transition work to occur to enable a go live in September 2015. The key provisions of the contract need to be broadly agreed in July 2015 time to enable this transition work to happen	<i>This is still in the process of being agreed.</i>	YES
11	Members are well informed and communicated with throughout the project to enable them to be familiar with the project and understand the financial transactions and budget changes so that the transfer is approved	<i>Project slippage as this far prevent the required reports being bought.</i>	Manageable
	Commissioner's Key Achievables ¹		
12	An agreed contract with performance standards and monitoring arrangements, including service specification (clearly outlining which services fall within scope of the CSO), a funding		

¹ SOS letter dated 6.7.2015 to SBC

	mechanism and a clear agreement for the treatment of support services and the budget		
13	Separate accommodation with sufficient space for CSO staff in line with the principle of CSO independence outlined in MOU		
14	The CSO established as a legal entity, registered with Ofsted, with governance and accountability arrangements in place		
15	Management and support arrangements in place sufficient to receive and manage the transferring staff and service		
16	A pensions agreement, HR policies and TUPE procedures in place		