

Committee(s): Policy, Resources & Economic Development Committee	Date: 8 March 2023
Subject: OneTeam 4th Quarter Overview Update	Wards Affected: All
Report of: Greg Campbell, Director Policy & Delivery	Public
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Summary

The purpose of this report is to provide a quarterly update on progress of the One Team Transformation Programme.

Main Report

Introduction and Background

1. On 26 January 2022, Extraordinary Council resolved to agree the Strategic Partnership between Rochford District Council (RDC) and Brentwood Borough Council and appointed Jonathan Stephenson as the Joint Chief Executive for both councils and the Council's Head of Paid Service with effect from 1 February 2022.
2. To develop this strategic partnership a roadmap has been created. It is estimated that the roadmap will take approximately 24 months to complete.
3. This report sets out progress in the 4th quarter of the first year of this roadmap from November 2022 to January 2023.

Progress to Date

4. The following table identifies the service reviews so far started and a recent short update of progress so far.

<u>Service</u>	<u>Business Case Update</u>	<u>Expected Business Case Completion Date</u>	<u>Implementation Update</u>
Human Resources		Approved April 2022	August 2023
Communications and Digital Engagement		Approved November 2022	May 2023

Phase 1 – October 22-April 23			
ICT and Data Protection	Scope set on initial structure review to support 'service reviews'	April 2023	To be confirmed once business case is approved
Revenues and Benefits	Information Pro-forma from Basildon in progress to be completed	June 2023	To be confirmed once business case is approved
Economic Development and Inward Investment	Initial meetings completed and work commencing on Business Case preparation	April 2023	To be confirmed once business case is approved
Risk Management and Insurance	Initial fact-finding meetings taken place, data gathering started and a general way forward agreed.	March 2023	To be confirmed once business case is approved
Emergency Planning and Business Continuity	On hold while scope of review is confirmed.	May 2023	To be confirmed once business case is approved
Accountancy and Finance	Limited resources in Finance have delayed initial start however initial scoping has now started. The 'As Is' work will begin once budget setting process is complete	May 2023	To be confirmed once business case is approved
Customer Contact	Initial scoping and 'As Is' work progressing, meetings set up to consider the 'To Be' stage	April 2023	To be confirmed once business case is approved
Waste Recycling, Countryside manager and Public Realm, Open Spaces – management	Initial scoping complete, data gathering being undertaken	May 2023	To be confirmed once business case is approved
Parking	Initial scoping schedule to be confirmed following change in service management	May 2023	To be confirmed once business case is approved

Democratic Services and Secretarial Support	On hold due to key staff absence. Some initial scoping being undertaken	June 2023	To be confirmed once business case is approved
Legal	Data capture in progress.	April 2023	To be confirmed once business case is approved
Fraud	Initial scoping meeting held between Service Managers.	May 2023	To be confirmed once business case is approved
Procurement	Initial data gathered, 'To Be' complete and 'As Is' initial work being undertake.	March 2023	To be confirmed once business case is approved

Update on Business Cases for Joint Working (Service Reviews)

5. The Communications Review has been progressed and work aligning the team is presently ongoing, as is the development of the HR Team under the new joint manager. Both services expect to have a settled structure by August 2023.

Other Joint Working Initiatives & Benefits

6. To enable smooth transition to One Team a report to harmonise pay and conditions across all tiers at both councils was approved by both authorities in December 2022.
7. To reduce security risks and allow joint working across Brentwood and Rochford, both authorities are standardising Wi-Fi access. This will allow staff and members to access internet services at both Brentwood and Rochford offices, and other public sector sites, using a single username and password.
8. New shared channels have been enabled on Microsoft teams, allowing streamlined collaborative working across the two authorities.
9. A new joint intranet is in development, which will provide a single, central location for all news and information relating to OneTeam, staff directory, HR policies, forms and procedures, safeguarding, health and safety, etc, as well as other information to support the OneTeam employee experience.
10. ICT & Digital are beginning to collaborate, support each other and identify quick wins. This collaboration includes some scheduled training to develop skills and knowledge that will improve processes which in turn will assist the customer.

This meeting also considered the risks around overstretching and managing expectations.

11. Templates are beginning to be aligned and should be in place for the new Council year, starting after Annual Council in May 2023.
12. On the 30th of November 2022, a joint workshop of the leadership and managers from both authorities met at Mill Hall, Rochford to develop relationships and identify future ways of working. These workshops are scheduled quarterly and will assist the development of the OneTeam and relationships between the two authorities. This was followed up with two face-to-face meetings with all staff in December, which were very well attended, and a third online session was held, in all over 200 staff participated or were in attendance.

Budget Update

13. There has been no change in the budget spend since the 3rd Quarter update and therefore of the anticipated spend of £247k for year one £173k has been spent with a further £50k committed against this budget across both organisations, leaving £24k available for the remainder of the year.
14. However, some legal costs are anticipated which have been identified at approximately £10,000.
15. Therefore, following a review of the present financial position, it is expected that costs can be contained within the available budget over the duration of the programme.

Risk Implications

16. The OneTeam Programme Board receive risk management reports by way of exception reporting. This exception report and issues log is included at Appendix A.

Overall Summary

17. Work continues to develop transformation towards One Team – Two Councils. 13 service reviews will have started by the end of February, some reviews to be before the Programme Board in March for determination. Other areas continue to develop to identify where contracts or ways of working can be co-ordinated to improve the service, make savings and develop resiliency and create that One Team.

References to Corporate Plan

18. Deliver an effective and efficient Council

Implications

Financial Implications

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19. Estimated budgetary savings arising from the OneTeam Transformation Programme have been factored in to the 2023/24 Budget and Medium Term Financial Strategy.

Legal Implications

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20. There are no direct legal implications from this report.

Economic Implications

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21. There are no direct economic implications from this report.

Background Papers

None

Appendices to this report

Appendix A: Exception Risk Log