

Joint Committee 19th February 2015

Update on Move To Wyre Forest House and Transition of ICT

Recommendations	<p>The Joint Committee is asked to note:</p> <p>That the preparations for the move to Wyre Forest House on 20 March 2015 are progressing well and on track in accordance with the project plan.</p> <p>That the current ICT host is working to a timetable of 1 July 2015 for supporting the transition of the required systems to Wyre Forest District Council. An agreed project plan is in place and a project Board formed to oversee the transition</p>
Introduction	<p>This report updates the Management Board on the work undertaken since the beginning of December to support the move to Wyre Forest House and prepare for the transition of ICT arrangements.</p>
Report	<p>The key areas of work progressed are as follows:</p> <ul style="list-style-type: none">• Familiarisation Visits to Wyre Forest House for WRS Staff – to date 9 visits have been co-ordinated, which have been attended by over 70 staff. The feedback has been most positive. The most important priority identified by staff during the visits has been the need for a robust ICT system.• Staff Move Bulletins – two bulletins have been issued to date with key information to keep staff updated on the preparations for the move and the actions they need to start to progress e.g. supporting forthcoming destruction days to clear unwanted items.• Seating Areas – Team Managers have agreed a first draft of where service teams will be seated at Wyre Forest House. Once these have been finalised work will commence on mapping officer names to those desks which are fixed.• Inventory audit of all furniture and non ICT Equipment – has been produced of all items at Wyatt House to ensure a clear audit trail is available (i.e. whether they move to Wyre Forest House or are part of the disposal strategy).

- **Audit of files and required storage solutions** – has been completed in consultation with Team Managers to identify the required storage solutions in advance of the move to Wyre Forest House.
- **Move Contractor Specification and Timetable** – has been agreed. Quotes are being invited from three removal and clearance contractors and are to be returned by 2 February 2015.
- **Confidential and Non Confidential Waste Paper Contract** – has been agreed with Printwaste once WRS move to Wyre Forest House. This will enable WRS to have their own destruction security certificate for confidential waste.
- **Disposal Strategy for surplus items** – the majority of the office furniture will not be taken to Wyre Forest House. Therefore, a disposal strategy has been agreed whereby partners and WRS staff will initially be offered items and then charitable bodies. It is acknowledged that there is little market for office furniture and it is anticipated that the majority will probably be taken by a clearance company and recycled where at all possible.
- **Draft Heads of Terms** – these are currently being progressed jointly between WRS Management and Wyre Forest District Council. A licence agreement will be put in place for the accommodation and a service agreement for the ICT host arrangement. It is anticipated that by the time of the Management Board meeting that an ‘in principle’ cost for the accommodation and ICT host arrangement will have been agreed between WRS and Wyre Forest District Council.

ICT Transition

- A detailed ICT project plan has been produced by Wyre Forest District Council and agreed with Bromsgrove IT for the transition of ICT systems in accordance with the current ICT host's timetable, which is to transfer systems across and have a go live date of 22nd June 2015. Wyre Forest District Council and Bromsgrove IT have agreed this date to ensure that due to the complex nature of the procedure we can ensure that it progresses smoothly and that it is done correctly.
- In addition to the project plan the group working on the project have also produced details of:
Risks associated with the transition
Any additional costs not previously identified.

Members can be assured that on and after moving day on 20th March the WRS systems including telephony will be working enabling the service to work as normal and for the transition of the ICT hosting to proceed.

Monitoring of Progress

A project Board has been established consisting of 4 persons chaired by Alison Braithwaite (project manager for the accommodation and ICT changes) and a representative from, Wyre forest DC, Bromsgrove Council and Worcestershire Regulatory services. Regular updates will be provided to the board who will monitor progress

A risk register is also updated and monitored by the Wyre Forest district Councils Council's IT project team, who meet on a weekly basis.

Background Papers: Project plan
Risks and costs

Contact Point

Alison Braithwaite, Head of Transformation and Communications
(alison.braithwaite@wyreforestdc.gov.uk) and **Dave Johnson, ICT**

Manager (dave.johnson@wyreforestdc.gov.uk)

Mark Kay Business manager WRS mark.kay@worcsregserices.gov.uk
