

Assumptions: Expenditure on switch work would not start until 20 February City Council decision has been made. As the ICT switch will not be complete for 1st April, the switch will take place at the end of the first financial quarter; 1st July. This also avoi

IMPLEMENTATION PLAN FOR A SWITCH IN HOSTING			LEAD		RISK RATING		1/7/18 transfer date																	
			19-Feb	26-Feb	05-Mar	12-Mar	19-Mar	26-Mar	02-Apr	09-Apr	16-Apr	23-Apr	30-Apr	07-May	14-May	21-May	28-May	04-Jun	11-Jun	18-Jun	25-Jun	02-Jul	09-Jul	16-Jul
1. ICT																								
Hardware: Identify, order then configure new laptops, desktops	SWICT																							
Hardware: Should any hardware be retained - County ICT to wipe and unencrypt devices and provide to SWICT.	County ICT																							
Hardware: Should any hardware be retained - SWICT to configure devices for use with Worcester City Council	SWICT																							
Network: All old Cisco switches to be replaced by HP switches	SWICT																							
Telephones: Implement 25 Mitel handsets on current South Worcestershire telephony across the two sites. Phone numbers would be migrated to existing South Worcestershire SIP provider. NB: Separately arrange for mobile phone transfer.	SWICT																							
Telephones: Implement 12 Lync handsets on current County telephony at Hartlebury.	County ICT																							
Software: Install Sensiall and other specific applications on to desktops once equipment transferred/new equipment installed.	SWICT																							
Website: Content migration to Sotuh Worcestershire hosting	SWICT																							
Storage: County ICT to extract mailbox items (emails, calendar and contacts), P:\ drive and U:\ drive data, copy to encrypted hard drive, and provide to SWICT.	County ICT																							
Storage: - SWICT to import data into the email (recreating distribution lists where appropriate) and file server platforms ready for use by staff.	SWICT																							
Remote access: using Pulse/DUO set-up	SWICT																							
Accessing u-drive: licenses set up	County ICT																							
Data transfer: County to transfer data over a long weekend	County ICT																							
Hartlebury mobile/dongle solution: to enable City staff to continue to work from there	Museums Worcs																							
Alarm system: ensure alarm systems transfer where necessary	SWICT																							
2. Human Resources																								
Detailed analysis of all services to transfer to identify staff in scope	County HR																							
Identify measures taken in respect of transferring employees	County and City HR																							
Engage with Trade Union	County and City HR																							
Inform and consult with staff in scope of transfer	County HR																							
Consultations on any measures for existing employees affected?	County and City HR																							
All due diligence & employee liability details to be provided to W City	County HR																							

Pension changes: Explore list of questions with Actuary to establish full impact and future splits of responsibility if ghost body is disbanded and staff are pooled with City Pension scheme; make decision about pooling with City scheme and action this; pool remaining Hartlebury staff with County scheme	Museums General Manager, Pensions Fund manager (County), Actuary																							
Agree communications to new employees	City HR																							
Employees transfer - 1/7/18	County and City HR																							
Meet with and write to new employees as a welcome	City HR																							
Obtain personal files	City and County HR																							
Obtain bank details from employees	City and County HR																							
Set up new grades, pay scales and posts in HR / Payroll system	City HR																							
Set up new rules in system for expenses, sickness and leave	City HR																							
Highlight differences in T&C's for each person	City HR																							
Induction of incoming staff	City HR																							
Casuals not TUPE transferring will need to be ended & set up separately (NB: ensure any pension holders have no break in service)	County and City HR																							
3. Legal and governance																								
Develop SLA between JMS and Hartlebury to confirm arrangements	County Legal team, Museums General Manager																							
Arrange for novation of all contracts and grants	City & County legal teams																							
Review and update shared services agreement	City & County legal teams, Museums General Manager																							
Co-ordinate all information for transfer agreement (as part of shared services agreement) - request schedule information from workstreams and MW	County Legal team																							
Present updated shared services agreement (Transfer agreement) to JMC for approval	City & County legal teams, Museums General Manager																							
4. Finance																								
Transactions will be processed and managed by WCC against the budget lines for 18/19, along with under taking the final stock take to agree the value of stock to be transferred.	County Finance and Museums Business Manager																							
Following the transfer, a date will be agreed to confirm the final transfer figure and protocol for transferring the remaining unspent budget.	County and City Finance																							
Arrange for write -off of shop stock and clarify where the debt will be shown and how managed.	County Finance																							
Cease payment of hosting fee (with actual effect from 1/4/18)	City Finance																							
County to adjust recharges	County Finance																							
6. Museums Operations and Comms																								

Develop agreement detailing operational aspects of matrix line mangement and agree with Hartlebury client manager at WCC and MW manager	Museums General Manager, Client Officers																							
Prepare all staff for transfer (separate to TUPE) and explain how the Hartlebury operations will work	Museums General Manager																							
Determine which staff may be affected by laptops being reconfigured rather than replaced and arrange for alternative provision during downtime	Museums General Manager, with County and City ICT																							
Service as usual whilst switch work and process happens	Museums General Manager																							

*ds ICT downtime over Easter and over May half-term.*