

ALTERNATIVE DELIVERY MODEL (ADM) FOR CHILDREN'S SOCIAL CARE SERVICES

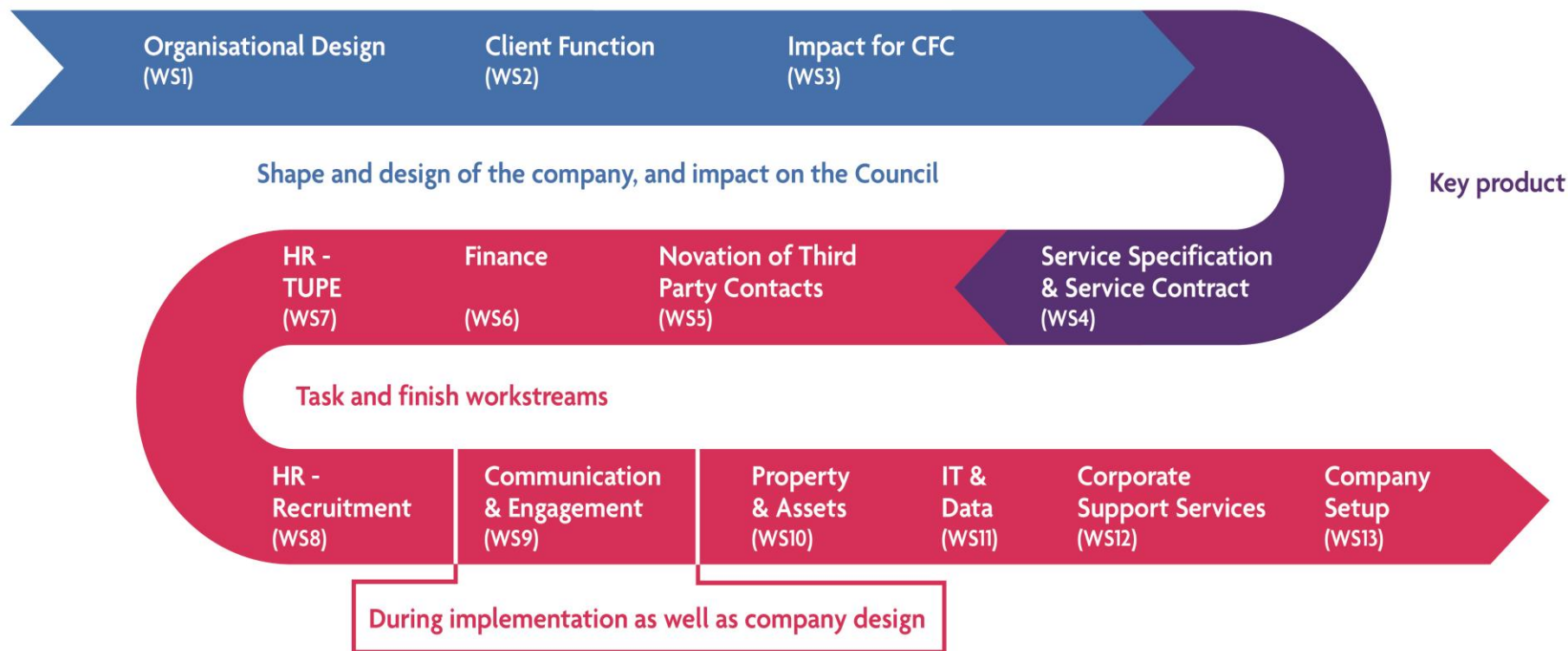
Governance



Governance arrangements for the ADM programme

WORKSTREAMS

Workstreams



Overview of Workstreams

Workstream	Overview
WS1: Organisational Design	Scope, organisational structure, business plan development, company operating model
WS2 Client Function	Development of the contract between the Company and the Council; intelligent client function; procurement of services by the Company; Council objectives and standards and development of a performance framework
WS3 – Impact for CFC	Services and structure of teams that will be retained within CFC or that will have a working relationship with the company.
WS4 Service Spec & Service Contract	Development of the contract between the Company and the Council; procurement of services by the Company; Council objectives and standards and development of a performance framework.
WS5 Third Party Contacts	Identification and award of all 3 rd party contracts required by the company. (Novation, Variation, Tender)
WS6 Finance	Identification and disaggregation of budgets; identification and disaggregation of capital and revenue budgets; VAT implications; finalise set up costs and additional costs; set up of Finance systems and processes; set up of Company treasury management, banking and insurance

Overview of Workstreams

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WS7 HR - TUPE	Identification of all staff to be transferred to the Trust; all TUPE issues and consultation; pensions advisory service and implications for transfer; pension deficit arrangements; payroll arrangements for Company; HR records for the Company/transfer.
WS8 Recruitment Company Board	Recruitment to company board posts and Senior Management Team
WS9 Communication and Engagement	Development of a communications strategy for Council and Company and day to day communications management during the Programme's implementation phase.
WS10 Property and Assets	'Lease' arrangements if necessary for council buildings being provided for the use of the Company or procurement of new building; provision of Facilities Management service; oversee refurbishment of buildings to be used by Company; disaggregation of building and capital assets; transfer or lease arrangements of equipment, vehicles and assets.

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WS11 IT and Data	Implement arrangements for the company to use ICT and telephony systems; set up new systems where necessary for the Company; arrangements relating to data and ICT; data audit; data input, quality, sharing and security compliance; lead data security and responsibility for SIRO; disaggregation of ICT Services including consideration of hosting arrangements with third party suppliers.
WS12 Corporate Support Services	Identify all corporate support services which could be provided to the company, and arrangements for transfer to the company, recruitment or SLAs (e.g. Finance and Procurement), HR & payroll, Communications, Legal, IT/Telecoms and customer services, Property and asset management, cleaning, other support services.
WS13 Company Setup	Development of the company board design; companies house registration; OFSTED registration; Company governance; policies & procedures; company branding/log and name.