



Title	Day 1 Functions and Service Area
Version	v2.1
Last Updated	29-Oct-20

Document Purpose	<p>This document is the baseline approved by PIB, JIE & Shadow Exec (Document Reference "NCC disaggregation v4.7" setting out the planned treatment of all NCC services on Day 1 of the two new Unitaries.</p> <p>All changes to the baseline are subject to formal change control processes and must be recorded here and taken through the PIB, JIE & Shadow Execs to create a revised agreed baseline.</p>
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Service Treatments	Description	the following summarises the 4 types of treatments for all NCC services
	1. Disaggregate	These are NCC and District & Borough services that can clearly be split day 1 into North & West Unitary Council Services
	2. Externally Provided	These are NCC and District & Borough services that are provided by other organisations to NCC now and will continue to be provided in that way to the new authorities.
	3. Hosted	These are NCC services that will need to be hosted by one Unitary Council and provided the other for a period until any prerequisites or dependencies are resolved to support a future split. Generally this will be for up to 12 months with a few areas being hosted for longer until key tasks or contract periods are ended, at which point they will be split.
	4. Lead	These are NCC services that we plan to move to lead Authority model where one Unitary Council provides services to the other under an SLA because splitting them will detrimentally effect services for Council staff or in some cases external customers of those services

Assumptions & Guidance	
1	All services must have the staff and capacity to operate on day 1 safely and legally.
2	budgets will sit with the "destination authority" on day 1 regardless of where staff and functions geographically sit on day 1
3	All services will be disaggregated. Led or hosted as set on tab 2 and only amended by change control as agreed by the PIB, JIE & the shadow Execs
4	Unless agreed through local and specific consultation, all staff are assumed to remain in their current working location on day 1 even though their employer may change
5	All district and borough direct delivery (as opposed to externally contracted our outsourced) services prior to April 21 will transfer to the Unitary covering their geographical area
6	Where services or functions are provided on to a district and Borough or County Council by an external partner organisation (for example Finance AP/AR provided to NCC) they will continue to be provided externally on day 1 but any staff who undertake the same service functions within the district and borough prior to day 1 will TUPE transfer to the named Unitary lead even though they may be managed via the external organisation as part of the future service.
7	Where an NCC service is due to disaggregate but additional resources are required to deliver the disaggregated services required, approval to recruit additional staff and funding for this can only be agreed by NCCs 151 Officer in conjunction with the Unitary 151s
8	The decision on how to disaggregate NCC staff between North and West is subject to the HR processes and agreed criteria in relation to the home location of staff, skills and management mix and any individual circumstance agreed within the HR processes set out to managers.
9	Tab 3 shows the service functions that may have been rolled up under services headings