TRANSFER OF FUNCTIONS PLAN Aug-22

DC Ref	Dorset's Operational Area	<u>Headline Task</u>	<u>Comment</u>	Phase 1 April 2022	Phase 2 May- June 2022	Phase 3 July- Aug 2022	Phase 4 Sept- Oct 2022	Phase 5 Nov 2022	Phase 6 Dec- 31 March 2023	Contract adjustment working	number of months reduction	UCTION
L4	Benefits	VEP - Verify Earnings and Pensions	Difficulties splitting work between administrations	Completed 01/04/22		Function T	ransferred to Dor	set Council		0.00	12.00	-
L5	Benefits	HBAA - Housing Benefit Award Accuracy Initiative	New work for both administrations, appropriate to absorb from commencement of HBAA	Completed 01/04/22		Function Transferred to Dorset Council			0.00	12.00	_	
L7	Recovery	Breathing Space	Aligns with DC Finance Team	Completed 01/04/22		Function Transferred to Dorset Council			2,000.00	12.00	2,000	
L3	Benefits	Housing Benefit Overpayment administration all areas	Difficulties splitting work between administrations	01/04/22	Completed 01/05/22	F	Function Transferred to Dorset Council			15,887.00	11.00	14,563
L6	Service & Finance	Processing of E&N Postal Payments	There are manageable numbers to transfer as early as possible to support		Completed 01/05/22	Function Transferred to Dorset Council			2,000.00	11.00	1,833	
L8	Inspections and Compliance	NFI - All areas ( Excl SPD)	both administrations SVPP resource limitations, seek return of work	Completed 01/05/22		F	Function Transferred to Dorset Council			36,011.00	8.00	24,007
L14	Revenues- Council Tax	Web moves	identifiable area of work	Completed 01/06/22		Function Transferred to Dorset Council			14,671.15	10.00	12,226	
L15	Revenues- Council Tax	Deaths	identifiable area of work		Completed 01/06/22		Function Transferred to Dorset Council				10.00	-
L9	Council Tax	NFI - Single Person Discounts	SVPP resource limitations, seek return of work			Completed 01/07/22				0.00	8.00	-
L10	Inspections and Compliance		Aligns with other tasks transferring back			Completed 01/07/22	Function Transferred to Dorset Council		0.00	8.00		
L11	Inspections and Compliance	Fraud and Compliance/ DWP liaison	Aligns with other tasks transferring back				Function Transferred to Dorset Council			0.00	8.00	
L18	Benefits	DHP- Discretionary Housing Payments	Could possibly be pulled forward?			01/07/22 Completed 01/07/22	Function Transferred to Dorset Council			14,070.34	9.00	10,553
L13	Technical Systems	CT/OP/HB/NR/NRBID System Integrities	BCP/SVPP full list of users both Academy and Enterprise, User administration			Completed 01/08/22	Function Transferred to Dorset Council		10,659.35	5.00	4,441	
L20	Technical Systems	Insight Reports	Aligns with Cloud Project					unction Transferred to Dorset Council		0.00	0.00	-
L17	Benefits	ATLAS - Automated Transfer to Local Authorities System	Can be accommodated ahead of main phase HB/LCTS work.			01/08/22	Completed 01/09/22	Function Trans	ferred to Dorset	14,671.15	2.00	2,445
L16	Benefits	HBMS- Housing Benefit Matching Service	Can be accommodated ahead of main phase HB/LCTS work				Completed 01/09/22	Function Trans	ferred to Dorset	7,335.58	7.00	4,279
L22	Technical Systems & Revenues- Council Tax	_	ADDACS/AUDIS/ARRUDS				Completed 01/09/22	Function Trans	ferred to Dorset	29,342.30	7.00	17,116
L24	Benefits		Suitability ahead of main phase to discuss				Completed 01/09/22	Function Trans	ferred to Dorset	14,070.34	7.00	8,208
L25	Benefits	Appeals	suitability ahead of main phase to discuss				01-Oct-22			14,070.34	6.00	7,035
L21	Business Development and all teams	Complaints	Some already supported				Review			14,070.34	7.00	8,208
L32	Recovery	All stages including enforcement	Process agreed 1 Sep 2022					01-Nov-22		130,664.30	5.00	54,443
L27	Revenues Council Tax	New property Valuations	Aligns with Inspections and VOA					01-Nov-22		7,335.58	4.00	2,445
L19	Technical Systems/NDR	BID ( Business Improvement Districts full administration	New work to DC R&B and essential recruitment required					01-Dec-22		18,005.50	5.00	7,502
	NDR	All Areas of Administration	No value in splitting suggest whole scale move reflecting on nationally required Revaluation					01-Dec-22		98,166.43	5.00	40,903
L28	Benefits	Claims and Change of	Final main phase completing all transfer of processing work					01-Dec-22		157,370.85	4.00	52,457
L29	Benefits	Circumstances UCDS - Universal Credit files from DWP	Needs to align with main phase					01-Dec-22		0.00	0.00	J2,4J/ -
L30	Benefits	Rent Officer Referrals	Aligns with final phase					01-Dec-22		0.00	0.00	
L31 L23	Revenues Council Tax  Technical Systems	Main processing for Council Tax  CT- VO- Valuation Office Reports	Align with main phase of HB/LCTS  Aligning with VOA completion					01-Dec-22		218,691.20	4.00	72,897
L12	Technical Systems	User Administration	BCP/SVPP full list of users both					01-Dec-22		0.00	4.00	
	Business Development	Scanning and Indexing	Academy and Enterprise, Work has already been transferring						01-Jan-23	0.00	3.00	
	Business bevelopment	Scanning and macking	following the Data Merge, this will significantly escalate following annual billing and tail off until a final		the state of the s				Proposed 01/01/23			
L33	BCP CAT provisions	Customer contact and admin functions	Will reduce as a consequence of other areas of transfer and customers		Proposed 01/01/23					37,171.35	3.00	9,293
L34	Business Development/HOS	Budget monitoring/performance monitoring	migration to DC All phases of transfer							133,351.00	3.00	33,338
	Business Development/HOS	Governance/Boards etc	All phases of transfer	31-Mar-23 31-Mar-23								
L35	, , , , ,	Transfer of staff formally from										
	Staffing	-										
	Staffing Exit Agreement	SVPP to BCP	Contractual payment due to BCP						31-Mar-23	1,100,000.00	0.00	