

REPORT TO SHAREHOLDER COMMITTEE

Open/		Would any decisions proposed:			
Any especially affected Wards	Mandatory/	Be entirely within Shareholder Committee powers to decide YES/NO			
	Discretionary /	Need to be recommendations to Council		YES/NO	
	Operational	Is it a Key Decision		YES/NO	
Lead Member: Cllr Simon Ring E-mail: cllr.simon.ring@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Honor Howell – Corporate Governance Manager E-mail: honor.howell@west-norfolk.gov.uk		Other Officers consulted: Alexa Baker – Monitoring Officer Charlotte Marriott – Corporate Policy Officer			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

INSOURCING OF ALIVE WEST NORFOLK – EXIT MANAGEMENT PLAN

Date of meeting: 26 November 2024

Summary

On 30 July 2024, Cabinet resolved to return the services currently operated by Alive West Norfolk to the council’s in-house management.

Clause 29 of the Management Agreement (termination on notice) was served on Alive West Norfolk and work is being progressed to transfer the service back to the council by 31 March 2025 at the latest.

Schedule 6 of the Management Agreement details an Exit Management Plan which describes the roles and responsibilities of the both the council and Alive West Norfolk to ensure the orderly transition of the Services to the Authority, as well as the principles upon which the Exit Management Plan is based.

This report is to update the Shareholder Committee on the Exit Management Plan and to provide assurance that the transfer of the service back to the management of the council is smooth with a minimal amount of disruption to the service, for the public and staff.

Recommendation

The Shareholder Committee are requested to note the details of the Exit Management Plan and the responsibility of the council officers as well as the Directors of Alive West Norfolk and Alive West Norfolk staff to complete the

transfer.

Reason for Decision

To ensure an orderly transition of the services delivered by Alive West Norfolk back to the council's management by 31 March 2025.

1 Background

- 1.1 On 30 July 2024, Cabinet resolved to return the leisure services currently operated by the council's wholly owned company, Alive West Norfolk, to the council's in-house management.
- 1.2 Clause 29 of the Management Agreement (termination on notice) was served on Alive West Norfolk Board of Directors and work is being progressed to transfer the service back to the council by 31 March 2025 at the latest.
- 1.3 Schedule 6 of the Management Agreement prescribes an Exit Management Plan is required which describes the roles and responsibilities of both the council and Alive West Norfolk to ensure the orderly transition of the service back to the authority, as well as the principles upon which the Exit Management Plan is based.
- 1.4 The Exit Management Plan serves as the pre-cursor to the development of the Heads of Terms for a formal Transfer Agreement.

2 The Exit Management Plan (Appendix A)

- 2.1 The key objectives of the Exit Management Plan are:
 - Successful transfer of the Services back to the Authority; ensuring continuity of the Services
 - Minimising any impact and disruption for service users and staff
 - Compliance with all legal, regulatory,
 - and financial obligations
 - Protection of staff employment rights
 - Secure transfer of data and intellectual property
 - Smooth transition of contracts and leases
 - Handover of assets and equipment
- 2.2 The Alive West Norfolk Board of Directors and the Shareholder agree the following principles will apply to the transfer:
 - Achieving the best outcomes in the public interest
 - Collaboration and commitment to a smooth transfer
 - Transparency of the process
 - Good governance to evidence how the transfer was implemented

- 2.3 A meeting has been held with the Board of Directors of Alive West Norfolk to discuss and agree the Exit Management Plan and the principles underpinning the plan.

3 Options Considered

- 3.1 None. The Management Agreement stipulates an Exit Management Plan shall be in place in the event of the termination of the agreement. The Plan will continue to operate until all post-transfer actions are complete.

4 Policy Implications

- 4.1 There are no policy implications.

5 Personnel Implications

- 5.1 There are no Personnel implications as a direct result of the Exit Management Plan. All implications are being managed through the HR workstream and Project Manager.

6. Environmental Considerations

- 6.1 There are no Environmental Considerations.

7. Statutory Considerations

- 7.1 The Management Agreement specified that an Exit Management Plan will be agreed when the notice of termination of the agreement has been served.

8. Equality Impact Assessment (EIA)

- 8.1 Not applicable.

9. Risk Management Implications

- 9.1 The Exit Management Plan sets out the key workstreams and actions which are required to take place to ensure the smooth transition of the service back to the council. Failure to identify key areas of key could place the transfer at risk of not completing within the timescales required. A formalised plan will ensure both the council and Board are fully aware of their roles and responsibilities for the transfer.

10. Declarations of Interest / Dispensations Granted

- 10.1 None

11 Background Papers

- 11.1 Cabinet Report 30 July 2024.