

Appendix B

MCA PTE Integration Summary Progress Update

Workstream 1: The future organisation

Progress to Date

Action Taken

- ❖ Appointment of specialist Interim HR Integration lead
- ❖ Advertising all new vacancies to MCA
- ❖ Implementing a unified new job evaluation system
- ❖ Early TOM discussions with leaders have taken place
- ❖ Commencing staff consultation surveys

Action Planned

- ❖ Single system of staff communications to be rolled out from Q2 21/22, replacing the separate staff briefing sessions
- ❖ Commencement of planned discussions with Unions
- ❖ Harmonisation of policies into a new policy framework for new employees (existing employees will continue on their current T&C for the immediate future)
- ❖ Future organisational vision to be finalised and communicated to key stakeholders

Workstream 2: Finance and Assets

Progress to Date

Action Taken

- ❖ Appointment of Finance Director for Group from June 2020
- ❖ Design of Integrated team structure and amended operating model, to be implemented as one of first organisational changes ideally by Q2 2021/22
- ❖ Single Finance system implemented in 2020/21
- ❖ Single budget planning, monitoring and reporting process operationalised in 2020/21 for the 2021/22 financial year
- ❖ Subgroup has started to meet to discuss new joint banking arrangements

Action Planned

- ❖ Amendment of scheme of delegation to cover all officers (subject to MCA decision)
- ❖ Amendment of Finance Regulations and harmonisation of policies and practices
- ❖ Work with MCA Procurement and PTE legal team to map group wide procurement activity
- ❖ Progress the appointment of an Asset lead and other critical finance and PPU vacancies

Workstream 3: Legal Policy and Compliance

Progress to Date

Action Taken

- ❖ Single Management Board inc PTE Director operational
- ❖ Appointment of a strategic partner to provide advice and challenge on the integration process
- ❖ Integration Plan, milestone plan, risk plan developed
- ❖ Review of scheme of delegations
- ❖ Paper for decision making amendments presented to MCA Board
- ❖ Single approach to budget and business planning implemented for the financial year 21/22

Action Planned

- ❖ Continue to seek agreement to the parliamentary order
- ❖ Amendment to decision making route for public transport to align with MCA decision making (subject to MCA decision)
- ❖ Agree future information governance approach

Workstream 4: Communications and Marketing Progress to Date

Action Taken

- ❖ Paper for name change presented to special MCA Board Meeting June 21

Action Planned

- ❖ Agreement to a Target Operating Model for a unified corporate service to be agreed and implemented (public transport customer service to remain a separate service) End Q2 21/22
- ❖ New employee intranet designed and launched Q2 21/22
- ❖ New unified website designed and launched Q4 21/22
- ❖ Website domain names to be identified and applied for
- ❖ Internal Communications Plan to be agreed

Workstream 5: Information Technology

Progress to Date

Action Taken

- ❖ Implemented a single system of IT commissioning and budgeting
- ❖ Reviewed IT contracts across the MCA and PTE and implemented a single, standardised procurement approach
- ❖ Commenced an independent review of current IT delivery models to ensure proportionate resourcing and improvements to the future single operating model

Action Planned

- ❖ Unified domain name and movement to full integration by end of Q2 21/22
- ❖ Single MCA website to be designed and developed to go live end Q4 21/22
- ❖ Document and information management system to be designed and implemented. Design end Q2 21/22, implementation by end of Q4 21/22