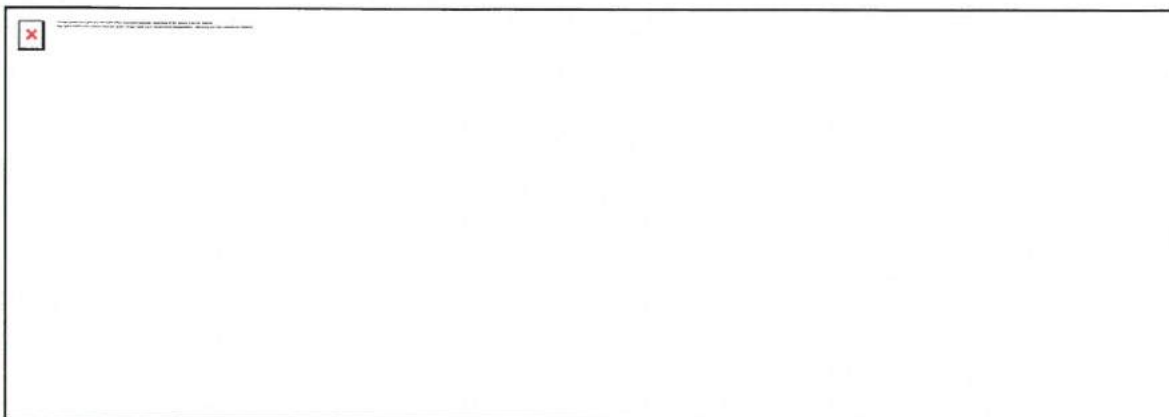


To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 10 March

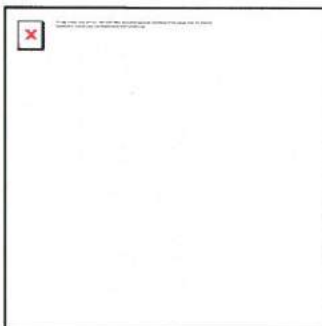
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Update on Local Government Reorganisation (LGR)

- [Leader and CEO Q&A](#)
- [Intranet sites ready to launch](#)
- [ICT update, Q&A replay and invite](#)
- [Assistant Director and Interim Director appointments](#)
- [Branding updates](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)

Leader and CEO Q&A



Thank you to the hundreds of colleagues who joined us on Wednesday for staff Q&A sessions with the leadership of the new councils.

Cumberland Council Leader Cllr Mark Fryer and CEO Andrew Seekings and later Westmorland and Furness, CEO Sam Plum updated staff and answered questions

Unfortunately there was a glitch with the Teams recording, so only Westmorland & Furness is available to share today. Apologies for the inconvenience.

[Westmorland & Furness staff Q&A - 8 March](#)

Image description: The Cumberland Council and Westmorland and Furness Council logos

Intranet sites ready to launch

Ahead of day one, we are excited to announce the launch of our two new temporary intranet sites (one for each new council) and the new staff induction packs.

The sites have been designed to make it easier for you to stay connected with your new council and access important information and resources.

The new sites will be home to the most up-to-date information about each new organisation, a bespoke online staff induction and a warm welcome, including videos, from the new leadership teams and information on the new council members.

Other features include:

- Access to mandatory e-learning
- 'Need to know' section
- Managers' information
- Wellbeing support
- News and announcements
- Dates for your diary
- Key contacts

The sites officially go live from 1 April, but next week we will be encouraging staff to visit them to access the relevant induction to their new council. Ideally we'd like every member of staff to complete their induction before 1 April.

We also hope you can support us by testing the sites out and providing feedback on what works well and what needs to be improved so we can make adjustments and improvements ready for day one.

Colleagues are being provided access to allow for testing and improvements so please bear with us over the coming weeks as we may include additional content and features.

Further information will follow next week with details of how to access the new sites, so watch this space!

ICT update, Q&A replay and invite

This week's ICT Workstream update covers:

- How to access the CCC Partners Wi-Fi network at sovereign council sites
- Details of the next live ICT Q&A session on Day 1 email arrangements

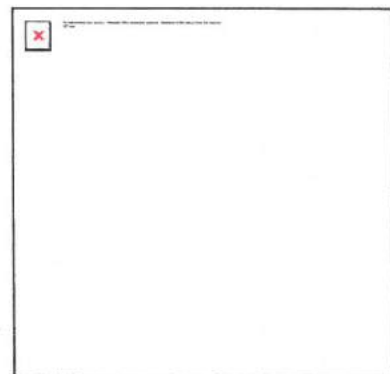
CCC Partners

CCC-Partners is a Wi-Fi network that has been created to allow internet and VPN access at sovereign council sites, for anyone working at that location that isn't their usual place of work.

To access CCC-Partners:

Click on the globe symbol (example shown below) which is located in the bottom right hand corner of your desktop screen next to the clock

The Network and Internet Settings window will now open:





Ensure Wi-Fi is enabled (will show blue if enabled - see above example)

Your computer will now see a list of available Wi-Fi networks

Select CCC-partners and click connect (no password required as this has been pre-set on all corporate laptops)



CCC-partners has been set up to work in the same way as your home broadband, so will need to connect to your sovereign council network using your usual VPN method of access to systems and resources

Live Q&A sessions

Thanks, once again, to all colleagues who attended the live ICT Q&A session on Day 1 access arrangements, which was held on Tuesday 7 March. This was another informative and constructive session with some great questions and good feedback for the team.

If you were unable to attend and would like to review what was discussed, you can do so here:

- [Replay 7 March ICT Q&A session](#)

A further live ICT Q&A session focussed on **Day 1 email arrangements** will be held on Tuesday 14 March at 4pm. The session will be chaired by the ICT workstream lead, Paul Robinson, with support from workstream colleagues from across all seven councils.

The session is open to all staff and will be recorded so that any staff that are unable to attend can review what is discussed.

Teams link for the ICT Q&A session

- [Tuesday 14 March – 4pm](#) (focus on Day 1 email arrangements)

We look forward to seeing you there.

If you have any questions relating to the ICT workstream please email LGR ICT Programme Manager Lynne Davidson at lynne.davidson@cumbria.gov.uk

Image description: ICT computer screen icon

Assistant Director and Interim Director appointments

The internal interviews for the new Assistant Director posts for Cumberland Council and Westmorland and Furness Council have now concluded.

In addition to those already communicated, we are now delighted to be able to confirm the following appointments:

Cumberland Council

- Assistant Director of Highways and Transport - Karl Melville, currently Senior Manager Highways Delivery at Cumbria County Council.

Westmorland and Furness Council

- Assistant Director of ICT - Stefan Sabuda, currently Senior Manager - ICT at Cumbria County Council.

Updated Cumberland structure chart

Updated Westmorland and Furness structure chart

A full list of the confirmed Assistant Director Appointments is shown below:

Cumberland Council

- Assistant Director of Commissioning and Procurement - Conway Stewart.
- Assistant Director of Project Management Office - Brendan Carlin.
- Assistant Director of Customer Solutions - Alison Graham.
- Assistant Director of Communities and Localities - Paul Musgrave.
- Assistant Director of Public Health and Protection - Graeme Wilson.
- Assistant Director of Highways and Transport - Karl Melville.
- Assistant Director of Thriving Place and Investment - Jane Meek.
- Assistant Director of Climate and Waste - Chloe Tringham.

- Assistant Director of Neighbourhoods - Michael Barry.
- Assistant Director of Operations - Karen Bell.
- Assistant Director of Service Provision - Alison Glanville.
- Assistant Director of SEND, Education and Inclusion - Dan Barton.
- Assistant Director of Children and Families - Lynn Berryman.

Westmorland and Furness Council

- Assistant Director of HR and OD - Luci Robb.
- Assistant Director of ICT - Stefan Sabuda.
- Assistant Director of Customer and Digital - Helen Blake.
- Assistant Director of Finance - Susan Roberts.
- Assistant Director of Commissioning and Procurement - Sharon Simpson.
- Assistant Director of Corporate Assets, Fleet and Capital Programme - Allan Harty.
- Assistant Director of Climate and Natural Environment - Claire Gould.
- Assistant Director of Inclusive and Green Growth - Gareth Candlin.
- Assistant Director of Sustainable Transport and Highways - Phillip Greenup.
- Assistant Director of Safe and Strong Communities - Tracey Ingham.
- Assistant Director of Community Infrastructure - David Haughian.
- Assistant Director of Housing - Caroline Wagstaff.
- Assistant Director of Provider Services - Nikkie Phipps.
- Assistant Director of Children and Families - Jonathan Taylor.
- Assistant Director of Quality, Resources and Transformation (Children's Services) - Amy Holliman.

The following posts remain unfilled and next steps in relation to these roles will be confirmed shortly:

Cumberland

- Assistant Director of ICT.
- Assistant Director of HR and OD.
- Assistant Director of Corporate Assets and Fleet.
- Assistant Director of Quality and Resources (Adult Social Care and Housing).
- Assistant Director of Quality and Resources (Children and Family Wellbeing).

Westmorland and Furness

- Assistant Director of Waste and Environmental Services.
- Assistant Director of Operations.
- Assistant Director of Quality, Resources and Transformation (Adult Social Care).
- Assistant Director of Education and Inclusion.

In addition to the above appointments, we are undertaking external recruitment to the remaining Director posts.

Westmorland and Furness Council

- Director of Children's Services (going live next week)
- Director of Public Health (final interviews scheduled for the end of March)

Until the substantive appointments have been confirmed, subject to formal agreement by the Senior Appointments Committee, the following interim arrangements for the Statutory Director posts will be put in place from 1 April.

Cumberland Council

Chris Jones-King will be starting with Cumberland Council as Director of Adult Social Care and Housing on 9 May. In the period up to 9 May, Cath Whalley has agreed to be Interim Director.

Colin Cox has agreed to be Interim Director for Public Health at Westmorland and Furness pending the conclusion of the recruitment process for this role.

John Readman will take on the role of Director of Children's Services for Westmorland and Furness on an interim basis.

If you have questions about the process, please email Senior.structures@cumbria.gov.uk

Branding updates

Hosted services

Around 50 county council services or teams will continue to work across Cumbria but be hosted by one or other of the new councils.

While the logo and brand identity for the new councils has been agreed for some time, how hosted services should be branded has been under discussion.

An approach to branding hosted services has now been agreed and this briefing is an opportunity for hosted services and teams to find out more and register to receive the new hosted service branding pack.

Thursday 16 March, 11am - [Click here to join the meeting](#)

Branding reminder

Just a reminder for colleagues who need to access branding for the two new councils that they will find the guidance, PowerPoint slides, template letterheads and Teams backgrounds on their LGR SharePoint.

Branding material on LGR SharePoint site

Please note the logos have been refined since they were first shared, so please delete any old versions and use the version shown within the guidance manuals.

To request a copy of logos, or if you have any questions about the guidance and how to access it, please email nicola.wood@cumbria.gov.uk

Cumberland Council

The Cumberland Senior Leadership Team (SLT) met twice this week to discuss final arrangements for line management across Cumberland as part of the transition. They also discussed the framework for the transition plan, project management arrangements for managing hosted services, including the plan for disaggregation over the next 6-12 months, and the resources required to deliver the target operating model and transformation.



SLT also had an update from the HR team on the induction process that will be rolled out in the coming weeks. This included a run-through of the new intranet sites which will be the home for much of the information we'll all need from day 1. SLT would like to thank everyone who has worked on this project, including those who have been testing and checking the new sites.

Council tax bills have started going out to residents in the Cumberland Council area. More details about the bill including about how people can benefit from the various exemptions, discounts and the council tax reduction scheme can be found on the Cumberland Council website at: [Council tax explained | Shadow Authority for Cumberland Council](#)

Image description: Cumberland Council logo

Westmorland and Furness Council



New council budget agreed

The Shadow Authority for Westmorland and Furness Council has agreed the new council's budget for 2023/24, including changes to council tax and spending plans for the next five years.

At Tuesday's meeting the Shadow Authority voted to:

- Implement a 4.99% rise in council tax from 1 April. This is made up of a 2.99% basic increase plus another 2% specifically to help fund adult social care, known as the Adult Social Care Precept.
- Harmonise council tax levels across the Westmorland and Furness area from 1 April.
- Introduce a 100% council tax premium on second homes from 2024/25.

The Shadow Authority also agreed a planned £253 million of capital spending over the next five years on projects around the area.

[Read the full media release on the budget agreement](#)

Image description: Westmorland & Furness Council logo



Meet and greet

Council Leader Cllr Jonathan Brook and CEO Sam Plum are inviting colleagues to join them as they visit anchor buildings and services in Kendal and Barrow next week.

Wednesday 15 March – Sam Plum and Cllr Jonathan Brook

- Meet and greet in the Drawing Room at Barrow Town Hall Anchor Building (includes Archives) from 1.15am to 2:15pm.

Sam and Jonathan are also touring service buildings, meeting staff and residents at Barrow Nan Tait Centre from 9am to 10am, Barrow Parkview Care Home from 10.15am to 11.15am and Barrow Borough Council Depot from 11.30am to 12.30pm.

Friday 17 March – Cllr Jonathan Brook

- Meet and greet in Committee Room 2 at Kendal County Hall Anchor Building (includes Archives) from 11am to 12pm.

Meet and greet sessions are very informal with all welcome to join. Refreshments will be provided. We look forward to seeing you there!

Additional information

Please note pensions information on the [FAQs section of the LGR SharePoint site](#) was updated this week.

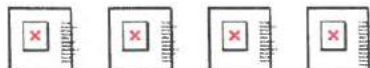
The Shadow Authorities have their own websites.

[Cumberland Shadow Authority website](#)

[Westmorland and Furness Shadow Authority website](#)

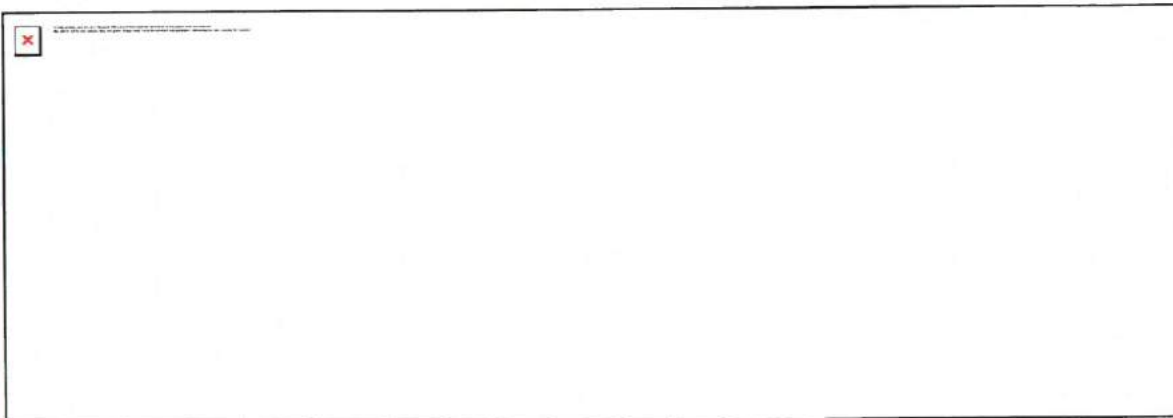
And there's also information for Cumbria on newcouncilsforcumbria.info

To contact the programme, email: info@newcouncilsforcumbria.info



From: LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>
Sent: 20 March 2023 14:03
To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Subject: Local Government Reorganisation (LGR) Newsletter - 20 March

Having trouble viewing this email? [View it as a Web page.](#)



Update on Local Government Reorganisation (LGR)

- [Final Leader and CEO Q&As before Vesting Day](#)
- [It's time to connect with your new council](#)
- [ICT update and Q&A replay](#)
- [ICT portal update](#)
- [Guidance for pre-election period starting today](#)
- [Follow your new councils on social media](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)
- [CFRS staff engagement sessions](#)
- [Key information on hosted service arrangements](#)

Final Leader and CEO Q&As before Vesting Day



The final staff Q&As before Vesting Day will take place on teams this week.

Westmorland and Furness Council Leader Cllr Jonathan Brook and CEO Sam Plum will be updating staff and answering questions on Wednesday 22 March at 2pm.

The following day, Thursday 23 March, Cumberland Council Leader Cllr Mark Fryer and CEO Andrew Seekings will be taking your questions live at 2pm.

As usual the sessions will be recorded for anyone unable to attend at that time.

Please save the link to your calendar

[W&F staff Q&A - 22 March at 2pm](#)

[Cumberland staff Q&A - 23 March at 2pm](#)

Image description: The Cumberland Council and Westmorland and Furness Council logos

It's time to connect with your new council

Two new temporary intranet sites for Cumberland Council and Westmorland & Furness Council are now LIVE for you to access.

The intranets, which include induction material for colleagues allocated to the two new councils, have been designed to make it easier to access important information and resources.

Induction material for Cumbria Fire & Rescue Service and Schools is currently being finalised and will be launched this week.

Accessing the new sites for the first time

Current Cumbria County Council (CCC) colleagues, or district council colleagues who **have previously accessed a CCC SharePoint** site can simply click on the following link to access the new Cumberland Council and Westmorland & Furness temporary intranet sites.

Colleagues who **have not previously accessed a CCC SharePoint** must follow the request access process in the how to access the staff intranet pages guidance document.

If you experience any issues after following the steps in the document, please contact your usual ICT Service Desk.

ICT update and Q&A replay

Thanks to all colleagues who attended the live ICT Q&A session hosted by Paul Robinson, ICT Theme Lead, regarding Day 1 Email arrangements, which was held on Tuesday 14 March. This was another informative and positive session with some great questions and good feedback for the ICT team.

If you were unable to attend and would like to review what was discussed, you can do so here:

- [Recording of ICT Q&A Day 1 Email arrangements session](#)
- [Slides from the session](#)



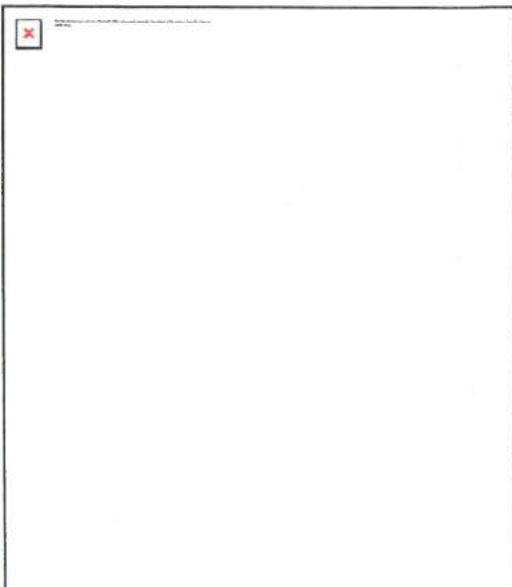
There is a dedicated session for elected members planned for early next week.

At this stage, there are no current plans for further live ICT Q&A sessions for employees as we have held four dedicated sessions so far. However, if colleagues feel that there are still outstanding ICT related issues that would be best addressed in the live Q&A format, then please do feel free to contact the team to discuss this further. If sufficient numbers of colleagues agree that another session on a specific ICT topic would be beneficial, then we'll schedule one in, as soon as possible.

If you have any questions relating to the ICT workstream, please email LGR ICT Programme Manager Lynne Davidson at lynne.davidson@cumbria.gov.uk

ICT portal update

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Lots of work has been going on to ensure that everyone can access the ICT portal from 1 April.

Current County Council ICT users will be able to log into the portal in their usual way, it has all the same functionality and features of the old portal; however you may find things in a slightly different place.

The portal will be accessible to all Cumberland Council, Westmorland and Furness Council and Cumbria Fire and Rescue colleagues, and will be available to everyone before 1 April – we will send an update in the coming weeks.

Guidance for pre-election period starting today

Town and parish council elections are being held on Thursday 4 May. In the lead up there is a six-week pre-election period, starting today (Monday 20 March).

During this time pre-election restrictions apply, and councils are required to take particular care over publicity to ensure that communications are balanced and without bias – that there is no appearance of support for any particular party or individual seeking election.

However, the essential business of the Councils should continue subject to the restrictions of the pre-election period.

The pre-election period coincides with the formal launch of the two new councils in Cumbria. There will inevitably be publicity and events to signify the formal change from the seven existing councils to the two new ones and members should regard any events and activities of this type as the normal/essential business of each authority.

It is important that all council staff and members are aware of the pre-election restrictions and how they apply.

This guidance covers:

- What is defined as 'publicity'?
- Key points to consider for officers and candidates in the run up to an election
- How the restrictions will work in practice
- Where to seek further guidance

The pre-election period guidance can be found on the SharePoint site.

Follow your new councils on social media



Social media accounts for the two new unitary authorities are now live across multiple channels, such as Facebook, Twitter and Instagram.

Make sure you follow them on your favourite social media apps to keep up to date with the latest news and updates.

Both councils also have pages on LinkedIn – so give them a follow and after 1 April, you'll be able to change the name of the organisation you work for using your new work email address ([Cumberland Council](#) / [Westmorland and Furness Council](#)).

The main accounts for each unitary authority are:

Cumberland Council

Cumberland Council's primary pages are: Facebook [@CumberlandCouncil1](#), Twitter [@CumberlandCoun](#) and Instagram [@cumberlandcouncil1](#).

There're also service-led social media pages such as: [Cumberland Libraries](#), [Cumberland Trading Standards](#), [Cumberland Council jobs](#), [Cumberland Care Services](#) and [Cumbria Archives](#) (hosted).

Westmorland and Furness Council

Westmorland and Furness Council's primary pages are: Facebook [@WestmorlandandFurnessCouncil](#), Twitter [@WandFCouncil](#) and Instagram [@wandfcouncil](#).

There're also service-led social media pages such as: [Westmorland and Furness Libraries](#), [Westmorland and Furness Trading Standards](#), [Westmorland and Furness Council Jobs](#) and [Westmorland and Furness Care Services](#).

Cumberland Council

Both Council Leader Cllr Mark Fryer and Chief Executive Andrew Seekings are meeting up with colleagues at Copeland's Market Hall in Whitehaven this afternoon (Monday 20th).

They'll be joined by other members of the Executive and the senior team. They've really enjoyed meeting up with staff at Carlisle City Council and Cumbria County Council in recent weeks and would like to thank all those who joined them on their visits.



Image description: Cumberland Council logo

Westmorland and Furness Council



Recruitment underway

The recruitment process for Westmorland and Furness's Director of Children's Services is now underway.

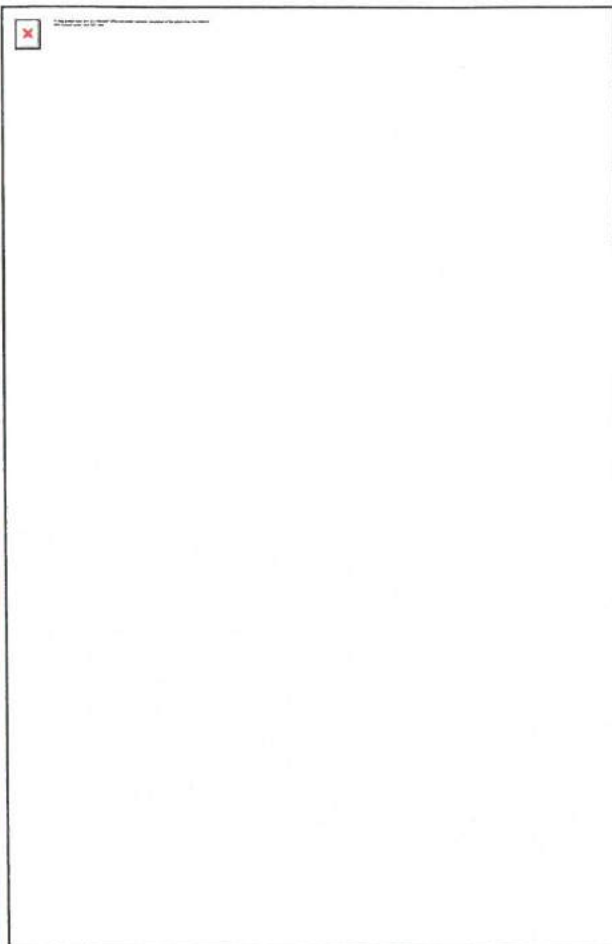
The job is being advertised internally and externally. The deadline for applications is midnight on Sunday 16 April.

The job is being advertised at

<https://www.cumbria.gov.uk/leadership/westmorlandandfurness.asp>

If the post is successfully recruited, the candidate will start later this year.

Image description: Westmorland & Furness Council logo



Meet and greets

Westmorland and Furness Leader Cllr Jonathan Brook and Chief Executive Sam Plum continued their tour of the new council area in Barrow last week to meet and get to know staff and their roles and responsibilities in many different parts of the organisation.

The day started with visits to Park View Gardens Care Home as well as to The Nan Tait building in Abbey Road.

From there it was onto the Materials Recovery Facility (MRF), the only site of its kind within the new Westmorland and Furness Council area. The MRF deals with waste and recycling from across the borough of Barrow and beyond.

Jonathan and Sam were given a tour of the site by Jeannette Johnson, Waste Services Manager for Barrow Borough Council, and Marie Richards, Head of Operational Services at Barrow Borough Council. They saw first hand the numerous processes that turn kerbside waste and collections into recycle, minimising the volume sent to

landfill, as well as the changes in place since the facility became part of Barrow Borough Council last year and avenues of potential for the service in the future.

Around 25 colleagues from the borough and county council in services including Public Protection, Legal, Archives, Operations, Finance, Emergency Planning, SEN and Housing attended a meet and greet event at Barrow Town Hall in the afternoon to chat to Jonathan and Sam over teas and coffees with questions covering topics from harmonisation and the budget to communications, archives and estate.

Image description, top: At Barrow's MRF, Marie Richards, Head of Operations for Barrow Borough Council; W&F Council Leader Cllr Jonathan Brook; Jeannette Johnson, Barrow Borough Council's Waste Services Manager and W&F CEO Sam Plum.

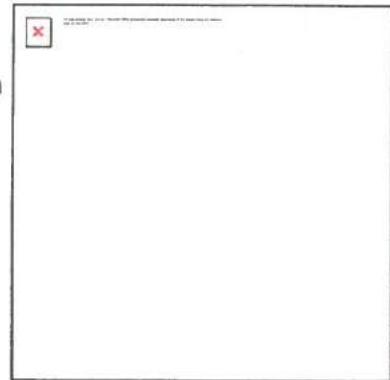
Image description, bottom: Jonathan Brook and Sam Plum talking with staff at Barrow Town Hall

CFRS staff engagement sessions

Chief Fire Officer John Beard is holding engagement sessions for all staff who are transferring with Cumbria Fire and Rescue Service on 1 April, and also for those who might be interested in working for the service in the future.

He said: "This will give me a chance to answer any questions you may wish to raise and also to welcome new staff to the team.

"I appreciate this is an unsettling time for many, and I hope the sessions will provide the assurance needed. Trade Union representatives will also be in attendance."



You only need to attend one of the sessions and the dates and times for next week are:

- 20 March – 7pm - via MS Teams: [Click here to join the meeting](#)
- 21 March – 1pm - via MS Teams: [Click here to join the meeting](#)
- 22 March – 7pm - via MS Teams: [Click here to join the meeting](#)

Image description: Cumbria Fire & Rescue Service logo

Key information on hosted service arrangements

A hosting arrangement means that, although you have one employer, your role will support both new councils and/or Cumbria Commissioner Fire & Rescue Authority.

For some services this is a long-term arrangement that will be reviewed regularly, but for the majority this is a temporary arrangement for an agreed period of time until full disaggregation can be achieved. You will be informed of any proposed future changes which may include a further TUPE transfer when the hosting arrangements come to an end.

Reasons for services being hosted vary, however, typically it is to avoid the risk of disruption, where there are financial or contractual issues or where a team is small and specialist to provide better resilience, for temporary hosted services in particular, it provides a longer transition period.

Cumberland and Westmorland and Furness Councils have agreed the services to be hosted and which council they will be hosted by. An Inter Authority Agreement is in place to support the hosting arrangements between the councils.

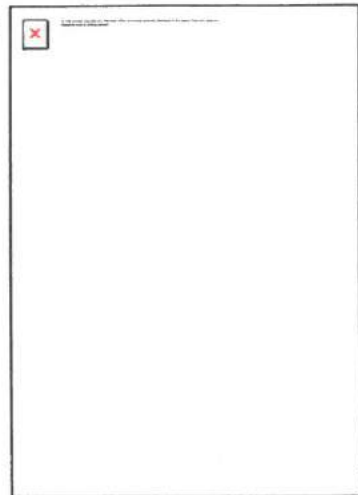
For more key 'need to know' information, visit the new [Cumberland Council temporary intranet](#) or the [Westmorland and Furness temporary intranet](#).

Branding for hosted services

On Thursday 16 March, a briefing on branding for hosted services was delivered. The session covered key decisions, dual-branding guidance and questions were answered on service-specific requirements. The meeting was recorded for those that were unable to attend:

[Watch the briefing on branding for hosted services.](#)

Image description: an example poster for hosted services which reads 'Working for Cumberland Council and Westmorland and Furness Council.'



Additional information

Please note pensions information on the [FAQs section of the LGR SharePoint site](#) was updated earlier in the month. Take a look for this and other LGR related information.

The Shadow Authorities have their own websites.

[Cumberland Shadow Authority website](#)

[Westmorland and Furness Shadow Authority website](#)

And there's also information for Cumbria on [newcouncilsforcumbria.info](#)

To contact the programme, email: info@newcouncilsforcumbria.info



This email was sent to calc@cumbria.gov.uk by Cumbria County Council Internal communications, Cumbria House, 117 Botchergate, Carlisle CA1 1RD



WARNING: Email attachments may contain malicious and harmful software. If this email is unsolicited and contains an attachment DO NOT open the attachment and advise the ICT Service Desk immediately. Never open an attachment or click on a link within an email if you are not expecting it or it looks suspicious. Do not forward chain emails.

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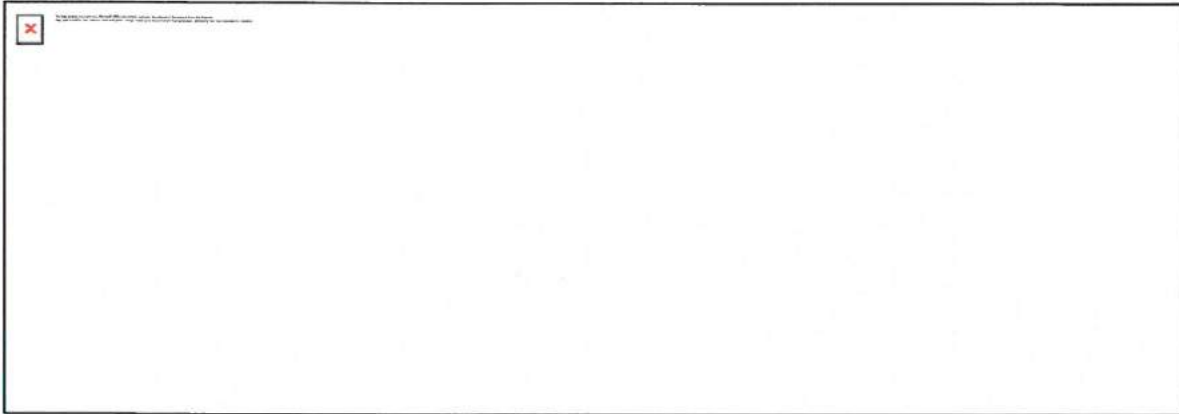
From: LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>

Sent: 24 March 2023 13:01

To: Hutchinson, Sonia D <Sonia.Hutchinson@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 24 March

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Update on Local Government Reorganisation (LGR)

- [Looking for information on your new council?](#)
- [Line management](#)
- [New websites ready to go on 1 April](#)
- [Have you seen new councils' awareness campaign?](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)

Looking for information on your new council?

Two new temporary intranet sites for Cumberland Council and Westmorland & Furness Council launched last week for you to access.

Lots of you have already visited the sites and have enjoyed meeting the leadership team and watching the welcome videos, and are well underway to completing the core essentials e-learning packages as part of the induction process.

The sites have been designed to make it easier for you to stay connected with your new council and access important information and resources. All colleagues have access to both intranet sites to support those working for hosted services.

Accessing the new sites for the first time

Current Cumbria County Council (CCC) colleagues, or district council colleagues that **have previously accessed a CCC SharePoint** site can simply click on the link to **access the new Cumberland Council and Westmorland & Furness temporary intranet sites.**

Colleagues who **have not previously accessed a CCC SharePoint** must follow the request access process in the **how to access the staff intranet pages guidance document.**

If you experience any issues after following the steps in the document, please contact your usual ICT Service Desk.

Please note, in adherence with ICT policies you are required to authenticate using Multi-Factor Authentication (MFA) by either opting to receive a text message or downloading the Microsoft Authenticator application. For those not wishing to complete this process, a PDF induction pack is available for download:

- [Download the printable Cumberland Council Staff Induction PDF](#)
- [Download the printable Westmorland and Furness Staff Induction PDF](#)

Tell us what you think

It is important that you have a positive, welcoming and supportive experience in your transition to your new organisation and we are doing everything we can to ensure this is reality.

We hope you can support us by providing feedback on the new sites so we know what works well, what needs to be improved and we will continue to make adjustments beyond Day One.

[To feedback on the new temporary intranet sites use this form](#)

Line management

We appreciate this is an unsettling time and every effort is being made to put line management arrangements in place for April onwards.

HR colleagues are working with Directors and Assistant Directors to establish who will be in their new teams and are working hard to get this resolved as quickly as possible.

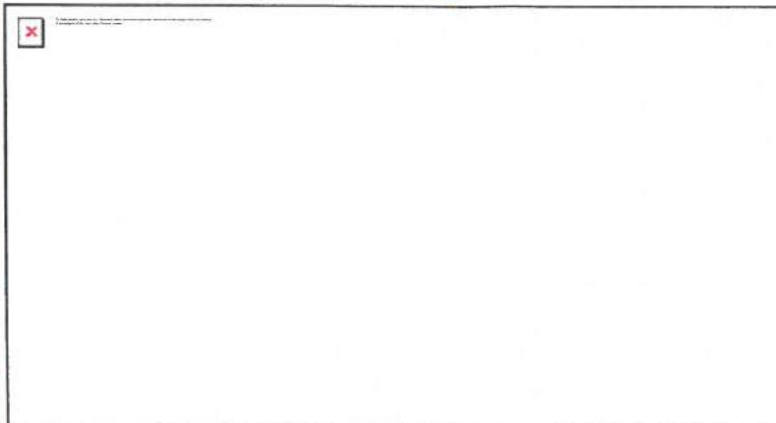
Your line manager should be the same. However, due to the establishment of our new senior leadership structure and disaggregation of services, there may be changes for some colleagues and you will be assigned to a new manager.

This may be temporary and we will ensure as a minimum you have someone you can go to for support, seek permission for holiday and expenses approval.

To support manager approvals in HR systems and ensure key tasks like annual leave and expenses are authorised, we need to ensure that data sharing in appropriate circumstances is facilitated. In response to this, the employee privacy notice has been updated and is located in your LGR SharePoint site.

[Please take a moment to read the updated privacy notice to better understand how your data is being collected, stored and used.](#)

New websites ready to go on 1 April



New websites for the two councils will be launched on 1 April.

The website working group has been building and testing the new sites, using the very best principles of local authority web design to ensure we have two websites that are built around user needs, the best customer journey and with the

highest standards of accessibility.

Digital specialist Dan Shiels has recorded a short website demo video explaining the design of the new websites.

He also looks at the new home pages and how the postcode search will link through to service information pages for each area.

Initially much of the detailed information about services will continue to sit on legacy website pages, and the new website will link through. The legacy website pages will be re-branded with either Cumberland or Westmorland and Furness logos.

In time the service content will be migrated across to sit on freshly created pages within the new websites. The web content teams will work with service areas to help build the new pages and support colleagues to ensure the websites continue to deliver the best experience.

Image description: A screengrab of the new W&F Council website, text reads Welcome to Westmorland & Furness.

Have you seen new councils' awareness campaign?

A multi-media campaign to raise awareness of the introduction of the two new councils kicked off this week.

The promotional programme is designed to make sure external stakeholders are thoroughly informed that:

- It's the start of the new councils.
- The new councils are genuine.
- Service-users should notice no change to the delivery of services on day one.

Marketing activity includes information inserts in council tax bills, a booklet delivered to every household in Cumbria, radio, newspaper and billboard advertising along service-led communications.

The campaign will run into the week after 1 April.

Social media activity is also increasing. **[Check out and follow the new councils' accounts and help spread the messages.](#)**

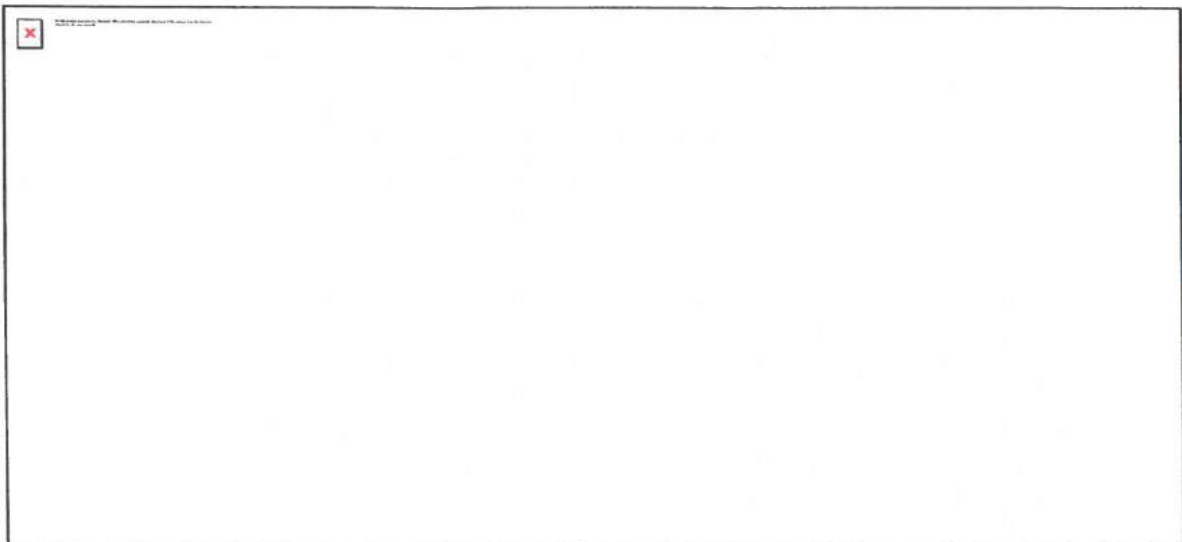


Image description: Three adverts with the new councils' branding reading 'Your council is changing on 1 April...'

Cumberland Council

A big thank you to everyone who joined us for the staff Q&A on Thursday.

The Q&A was recorded for those who were unable to make the sessions.



[Watch the Cumberland Council Staff Q&A](#)

For those on the call, you'll have heard about how much the Leader Mark Fryer, Chief Executive Andrew Seekings and the team enjoyed being out and about and meeting so many of the Cumberland workforce this week. The visits to colleagues in Whitehaven, Wigton and Carlisle have been really positive and many of you provided some brilliant ideas on how we can improve our services after Vesting Day. So thank you to everyone who took the time to come and say hello and chat.

On Monday the Shadow Executive meets in Whitehaven. There are plenty of items on the agenda, but perhaps one stand-out is the plan for locality working through our Community Panels. The report recommends setting up eight panels across Cumberland. The panels will have some funding and be made up of councillors from the wards within that panel area.

The role of the Community Panels is to encourage community engagement and local decision making. Each panel will work with the community to develop a plan setting out the priorities for their area.

Alongside the Community Panel, a Community Network Panel is recommended. The Community Network Panel will be less formal, and it is proposed they will help provide a deeper reach and engagement with partners and community representatives.

These Community Panels are an exciting aspect of our agenda and our commitment to working with communities. This model will be flexible to enable changes over time as we develop the initiative to meet local demands.

[Agenda for Shadow Executive on Monday, 27 March.](#)

Image description: Cumberland Council logo

Westmorland and Furness Council



The final pre-vesting Day staff Q&A was held on Tuesday with Leader Jonathan Brook and CEO Sam Plum giving an update and answering your questions.

[Watch the Westmorland & Furness Staff Q&A](#)

Image description: Westmorland & Furness Council logo

Additional information

Please note pensions information on the [FAQs section of the LGR SharePoint site](#) was updated earlier in the month. Take a look for this and other LGR related information.

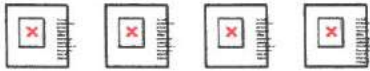
The Shadow Authorities have their own websites.

[Cumberland Shadow Authority website](#)

[Westmorland and Furness Shadow Authority website](#)

And there's also information for Cumbria on [newcouncilsforcumbria.info](#)

To contact the programme, email: info@newcouncilsforcumbria.info



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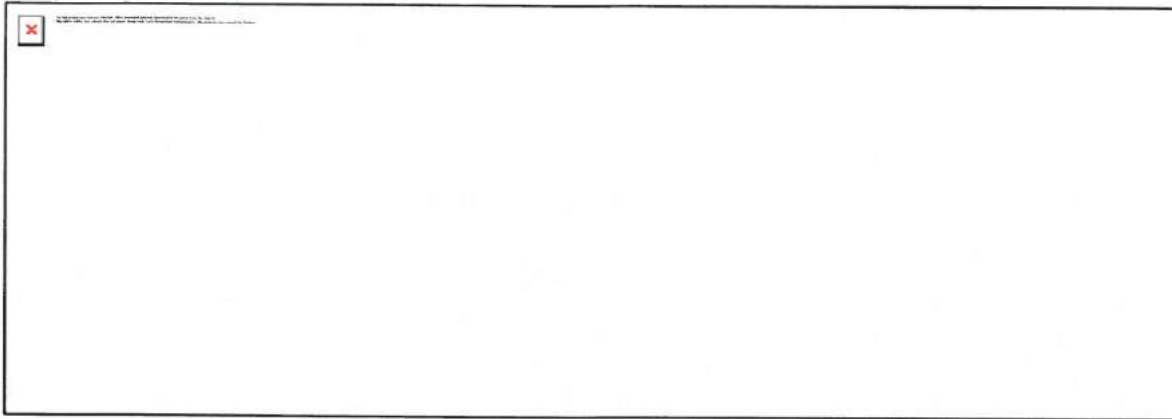
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To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 31 March - Final edition

Having trouble viewing this email? [View it as a Web page.](#)



Update on Local Government Reorganisation (LGR)

- [Final edition - thank you](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)
- [ICT Service Desk Arrangements for Day 1](#)
- [Update your email signature with approved template](#)
- [New council core essential eLearning deadlines](#)
- [Day 1 HR/OD contacts](#)
- [Financial systems for the new unitary councils](#)
- [Websites reminder](#)

Final edition - thank you

We're now less than a day from the formal transfer of local government services in Cumbria to new authorities.

We know for many people this week is an emotional one. We're saying goodbye to institutions that have been a part of us and our communities for many years – but we'll also be saying hello to a new future; new opportunities.

It's been quite the journey.

We could fill page after page about the great lengths people from across our authorities have gone to, to get us to this point.

So, it's right that we take time in this final LGR newsletter to reflect on all the effort and the bridges crossed to get us to today. And most importantly to acknowledge all of you – with your different roles and responsibilities – who have made it possible.

That we have been able to achieve so much against the backdrop of some of the most challenging times for the delivery of council services says much about your professionalism, commitment and determination to do the best for our communities.

We know this has been an extremely difficult, and unique, period to work through and we want to thank you all sincerely for everything you have done.

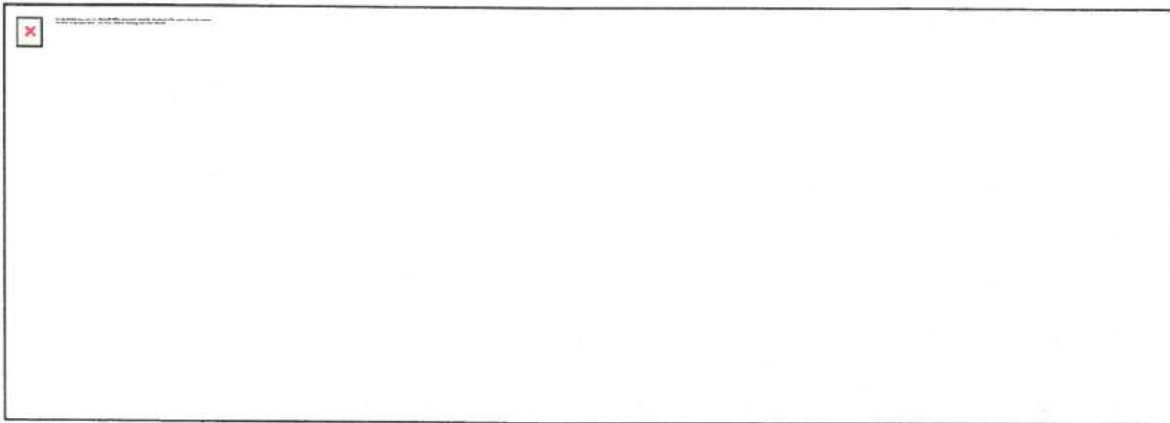
Getting this far has been a huge job and there will be so much to do as we move beyond 1 April and into establishing new cultures, new ways of working and developing the services that people rely on. But we know that you are the people to do it and continue to make a difference every day.

We'd like to take this opportunity to wish everyone reading this newsletter the very best for the future and to thank you all for your contribution to the reorganisation of local government in Cumbria.

With your know-how and continued 'can do' attitude our fire service will continue to protect us all and the people of Cumberland and Westmorland & Furness are in very good hands

The LGR Programme SROs

Sam Plum, Andrew Seekings and John Metcalfe



The three programme SROs - Sam, Andrew and John

Cumberland Council

Cumberland - Day 1

CEO Andrew Seekings will be visiting several key buildings during Monday and he and the senior team will be meeting up with staff throughout the week.

Council structure chart

A functional structure chart for Cumberland is on the link below, it's a useful reminder showing where services sit under each Assistant Director.

Cumberland Council Structure

Please note these are 'living' structures and still subject to change.

Image description: Cumberland Council logo



Westmorland and Furness Council



Welcome to Westmorland & Furness

To mark the start of our new council, CEO Sam Plum would like to invite you to join her online on Monday 3 April from 11am to 12pm.

It's a chance for Sam to say hello to the W&F team and bring you up to date with the latest developments, and a chance for you to ask any questions you might have as we get started in earnest.

Invite to W&F Welcome event on Teams on Monday 3 April at 11am

The session will be recorded for colleagues unable to attend.

Council structure chart

A functional structure chart for W&F is on the link below, it's a useful reminder showing where services sit under each Assistant Director.

W&F Council structure

As previously reported, Colin Cox has agreed to be Interim Director for Public Health at W&F pending the conclusion of the recruitment process for this role. John Readman will take on the role of Director of Children's Services for W&F on an interim basis.

Please note these are 'living' structures and still subject to change.

Image description: Westmorland & Furness Council logo

ICT Service Desk Arrangements for Day 1

From 1 April, the ICT Service Desk will have new contact numbers for each authority:

- Cumberland Council – 0330 056 5690
- Westmorland & Furness Council – 0330 056 5699

During the transitional period, the existing service desk numbers for the seven sovereign councils will continue to operate.

The ICT Portals will also be available for each authority to log incidents and ICT requests.

<https://servicecumbria.service-now.com/ictportal/>

Update your email signature with approved template

From 1 April onwards, colleagues are encouraged to update your email signature following the approved corporate templates for Cumberland Council, Westmorland and Furness Council and hosted services.

Email signatures should appear on all emails you send and be a point size of 12pt in Arial. No additional fonts, emoticons or background images should be used, other than [approved email footers you can download from the branding page](#).

Email signatures **will not** change automatically, and you must do this manually. To update your email signature, [follow the how to change your Outlook email signature guide](#).

The approved corporate email signature templates are as follows:

Email signature for Cumberland Council

Name

Job title | Team/department

Directorate name | Cumberland Council

Address 1 | Address 2 | Address 3 | Postcode

1. Telephone number
2. Mobile number

cumberland.gov.uk



Email signature for Westmorland and Furness Council

Name

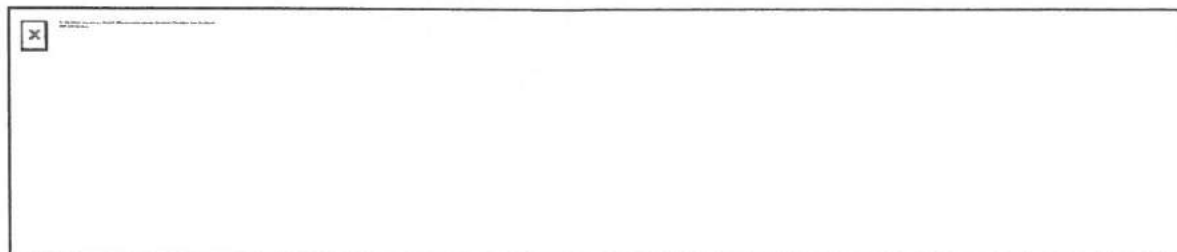
Job title | Team/department

Directorate name | Cumberland Council

Address 1 | Address 2 | Address 3 | Postcode

1. Telephone number
2. Mobile number

westmorlandandfurness.gov.uk



Email signature for hosted services

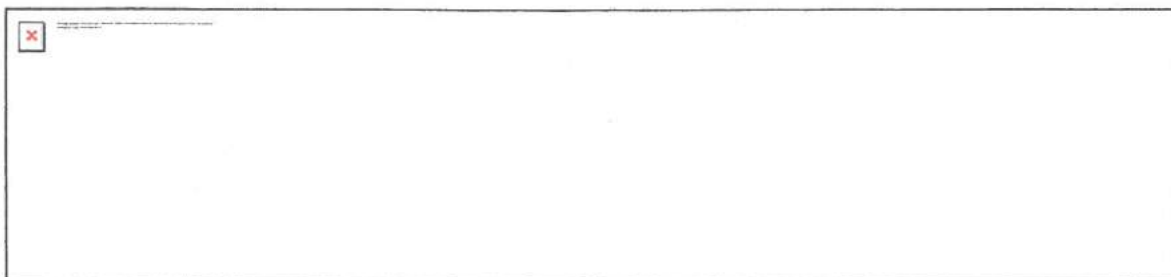
Name

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2. Mobile number



New council core essential eLearning deadlines



Lots of you are well underway to completing the core essential e-learning courses as part of your new induction process.

We appreciate everyone is busy preparing for vesting day, therefore colleagues are **not expected** to complete all courses before 1 April.

Completion deadlines are as follows:

- Information Security and Data Protection is new and a legal requirement, so we must all complete this by end of May 2023.
- The remaining modules can be completed over the next 12 months and have a deadline of 31 March 2024.

Day 1 HR/OD contacts

A helpful list has been drawn up for all employees on who to contact in case of payroll/HR queries in your new councils or fire and rescue service.

HR/OD contacts for all employees from Day 1

Financial systems for the new unitary councils

As you may be aware the e5 financial system and eprocurement portal will be used by both new unitary councils from April. A new version of the system has been built and will be used for purchase ordering, processing supplier invoices and creating sales invoices, as is done now in the County Council.

For existing County Council e5 users there will be minimal changes to how you use the system currently, other than you will be using the new system for one of the new unitary councils. The systems will be available from 12.00 noon on Monday 3 April and how you log onto the systems will not change.

Drop in sessions to support both existing and new e5 users, from the district councils, will be available each day next week and if you would like to attend one of the sessions please email e5.communications@cumbria.gov.uk by 1pm on the day of the drop in session you wish to attend (timings to be confirmed).

The drop-in sessions will cover:

- Creating purchase requisitions and receipting purchase orders – using the e procurement portal
- Approving purchase requisitions
- Submitting supplier invoices for payment
- Creating sales invoices

Training documentation will also be available on the existing "My Finance" pages on InTouch to support users. New training videos are being produced and will be made available to all system users in the coming weeks.

Budget Manager System

The use of the Budget Manager system for monitoring budgets will also be used by both new unitary councils and it is expected this will be available for use in June ready for formal budget monitoring and reporting to start for Quarter 1.

If any you have any other questions, please contact e5.communications@cumbria.gov.uk

Websites reminder

New websites for the two councils will launch on 1 April at cumberland.gov.uk or westmorlandandfurness.gov.uk. Initially much of the detailed information about services will continue to sit on legacy website pages, and the new website will link through. The legacy website pages will be re-branded with either Cumberland or Westmorland and Furness logo.

Additional information

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CLERK'S REPORT

Town Hall

Permission has been given to crown lift and crown reduce the silver birch tree by Day Service. Date awaited.

Please can the furniture from the upstairs Chamber be declared surplus to requirements and sold off or stored off the premises.

Easter Competition is underway. *PAT Testing complete.*

Allotments

Rental invoices for 2023/24 were sent out on 1 April.

Public Toilets

Bitterbeck mens lock broken – reported to Police – Simon kindly fixed it.

Main Street ladies lock broken over weekend. Asked Simon for more details so that I can report it to the Police.

Three burst water pipes at Harris Park which Simon kindly fixed prior to opening for the toilets for the holidays.

Tourism and Publicity/Library

It has been a busy month in the library. See attached sheet.

Roofer to take a look at flat roof. Work is required. Quote accepted. Will commence after 1 April 2023.

The National Databank helps people experiencing data poverty to access the internet by giving out free data to people through community organisations. Think of it like a 'food bank' but for internet connectivity data. We are going to do a Databank Drop-in where residents can pick up a free mobile sim card which includes 20GB of data and unlimited UK calls and texts monthly for 6 months. This event will take place on 17/4.

A climate change talk will take place in the library at 1pm on 17/4.

Faye, a year 10 student from Cockermouth School has asked to do her work experience in the library between 10/7 – 15/7/23. We are making the necessary arrangements.

PAT Testing complete.

Memorial Gardens

Sadly our ancient ash tree has been set on fire. The Fire Service extinguished it. It has been inspected by A Nichol and deemed safe. I await his report on measures to be

taken to prevent another occurrence. The Civic Trust have sent me a copy of their report, further discussion is required. Andy Nichol and Darren Ward will meet w.c. 23rd to discuss coverage of the hole once it is filled.

Weddings

Lots of bookings being taken.

Visit to Marvejols April 2023

All in hand.

Marvejols visit to Cockermouth October 2023

Work is progressing on making the requisite arrangements.

Commemorative Bench

This was ordered on 22/3/23. CCC have reimbursed purchase and fitting costs.

Coronation

Bunting has arrived. Councillor Nicholson has sorted some twine to strengthen them. Can we arrange when it will be put up and when it will be taken down please. Please let the town clerk know if you can assist with the Picnic.

Special Planning 4 May

The Town Hall is being used as a polling station. Can we re-arrange special planning to Wednesday 3 May please (if required).

Date	Day	On Duty	TIC Visitors	TIC Phone	TIC Email	TIC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC	Allerdale
01/03/2023	Wed	Pamela&Emmie	3	0	0	0	112	2	0	0	4	1
02/03/2023	Thu	Ash, Anne-Marie	10	0	0	0	82	1	0	0	9	0
03/03/2023	Fri	Ash, Anne-Marie	10	1	0	0	88	1	0	0	2	0
04/03/2023	Sat	Pamela&Emmie	2	0	0	0	122	1	0	0	3	0
05/03/2023	Sun	Closed										
06/03/2023	Mon	Pamela&AM	3	0	0	0	111	1	0	0	6	0
07/03/2023	Tue	Pamela&AM	4	0	0	0	104	3	0	0	3	0
08/03/2023	Wed	Pamela and Emmie	10	1	0	0	100	1	0	0	6	0
09/03/2023	Thu	Pamela&AM	14	0	0	0	63	0	0	0	0	0
10/03/2023	Fri	Pamela&AM	2	3	0	0	105	0	0	1	4	0
11/03/2023	Sat	Pamela and Emmie	0	0	0	0	131	3	0	0	0	0
12/03/2023	Sun	Closed										
13/03/2023	Mon	Pamela&AM	4	0	0	0	98	4	1	0	8	0
14/03/2023	Tues	Pamela&AM	4	0	0	0	117	2	0	0	6	1
15/03/2023	Wed	Ash, Pamela	12	0	0	0	104	1	0	0	5	0
16/03/2023	Thu	Ash, Anne-Marie	9	0	0	0	61	2	0	0	1	0
17/03/2023	Fri	Ash, Anne-Marie	1	0	0	0	73	0	0	0	8	5
18/03/2023	Sat	Pamela&Emmie	0	0	0	0	109	0	0	0	2	0
19/03/2023	Sun	Closed										
20/03/2023	Mon	Pamela&Emmie	4	1	0	0	114	1	0	0	6	1
21/03/2023	Tue	Pamela&AM	5	1	0	0	88	2	0	0	6	2
22/03/2023	Wed	Ash, Pamela	12	2	0	0	94	4	0	0	3	0
23/03/2023	Thu	Ash, Emmie	6	0	0	0	72	0	0	0	0	0

24/03/2023	Fri	Ash, Pamela	9	1	0	0	99	1	0	0	0	0
25/03/2023	Sat	Pamela&Emmie	3	1	0	0	109	1	0	0	1	0
26/03/2023	Sun	Closed										
27/03/2023	Mon	Emmie&AM	3	1	0	0	123	2	0	0	7	0
28/03/2023	Tue	Ash&AM	13	0	0	0	98	2	0	0	6	1
29/03/2023	Wed	Ash, Emmie	4	1	0	0	90	6	0	0	10	0
30/03/2023	Thu	Ash, Anne-Marie	9	0	0	0	78	1	0	0	6	0
31/03/2023	Fri	Ash, Anne-Marie	3	2	0	0	58	2	0	0	3	0
Monthly Totals			159	15	0	0	2,603	44	1	1	115	11
TIC Remote Enquiries			15									