

## **Freedoms & Flexibilities – Operational Framework**

The Operational Framework within which Freedoms & Flexibilities (F&F) operates involves four key stages:

### **Identify the Yes's**

1. Consult the Yes and No Framework to establish if your idea is a Yes or a No. Abandon the No's - but push the case if you feel it has merit.
2. Check the F&F Catalogue for similar proposals and their status. You don't want to re-invent the wheel and if someone else has already tried it you can contact them for more information.
3. Use the Top 10 Things to Consider to help establish if your Yes idea is actually a Maybe, for which you will need to get Corporate Centre support.
4. Proceed with ideas that sit within the Yes category, but consult widely with key stakeholders and business partners e.g. One Service Networks (OSN), Corporate Centre expert domains and Trade Union (TU) side.

#### **Note:**

Whilst you don't need to submit a Maybe Proposal Form for Yes ideas, completing one for your own use might help you to plan and implement your idea.

Please use the Notification Form to let us know of the Yes activities that you are undertaking. We would like to share information, via the Catalogue, on things that have been beneficial as well as things that have not worked out so well.

Whilst you can just go ahead with the Yes's, you need to do so in a managed and co-ordinated way, identifying and managing risks and understanding and assessing the business benefits. In doing so, you might want to check out the Risk and Approach to Local Experimentation. If you want any help with testing and evaluation you can access support from the Corporate Centre.

### **Build the Case for the Maybes**

5. Things you cannot simply implement, but are not off-limit, are referred to as 'Maybe' proposals. You'll need to start building your case by identifying key stakeholders, benefits, risks and mitigations.
6. Consult relevant stakeholders (e.g. TU side, OSN, Business Partners, Operational Security, Health & Safety, and Corporate Centre expert domains including analytical support)
7. Complete the F&F Maybe Proposal Form which will help with consideration of strategic intent, risk, impact and accountability.
8. The Corporate Centre Offer of Support includes help developing and testing your ideas, Impacting Workshops and Analytical Support that will help you to consider and build the evidence base for your Proposal and help you to formulate your evaluation plan.

### **Access Support**

9. Maybe Proposals (Yes's that you simply cannot just implement) must be submitted through your line management chain using the F&F Maybe Proposal Form.

10. Where your District Manager agrees to sponsor your proposal, please email it to the Corporate Support & Enabling Group (CSEG) using the inbox address embedded within the Form.

11. The CSEG will identify a Lead who will undertake an initial assessment in consultation with the Sponsor and other key stakeholders, including TU side, as necessary.

12. Assuming no immediate show-stoppers are identified, the CSEG Lead will work with the Operational Lead (i.e. the Proposer) to submit the Proposal Form (with an accompanying note setting out details / recommendations) to the monthly WET meeting.

Your proposal form must be submitted 2 weeks in advance of the monthly WET meeting.

Submitting the Proposal Form two weeks prior to the next meeting allows a decision to be made concerning whether it is necessary to submit it to the meeting for broader discussion and prioritisation or whether it can be cleared by correspondence.

The need to specifically include F&F on agenda will be considered two weeks prior to each meeting. Any F&F Proposals which have been raised, but not resolved, will be discussed at the next meeting.

## **Implement the Proposal**

13. As part of aligning F&F with changes being managed nationally through the Portfolio Sub-Group (PSG), all Proposals that receive District Manager sponsorship will be sent by CSEG to the shared inbox for the Change Portfolio Management Office (CPMO) so that consideration can be given regarding the level of governance which should be applied.

14. For those Proposals that need submitting to CPMO, CSEG will work with the Operational Lead and will re-submit the request outlined in the Proposal Form to the shared CPMO inbox using the CPMO Form Template.

15. Once WET have agreed to sponsor a proposal, and any CPMO activities have concluded that the Proposal can be taken forward, the CSEG Lead will establish a route for developing it, taking account of risks and resource requirements, in consultation with key stakeholders, such as business partners and TU side.

16. The CSEG Lead will troubleshoot, where necessary, to ensure pace and purpose and to address any sticking points.

17. The CSEG will log proposals and track their progress via the F&F Catalogue.