Appendix 1

Work stream	Completion date
Tenant and leaseholder consultation Complete consultation exercise Respond to individual queries from the consultation	Complete 30 November 2016
TUPE (transfer to staff from the Trust to the Council) Launch informal consultation Launch formal consultation Transfer of staff from the Trust to the Council	Complete 8 December 2016 1 February 2017
Contracts (let by the Trust and for services provided by the Trust) Budget code invoice transfer date Novate contracts	1 January 2017 6 January 2017
Audit Advise internal and external auditors	Complete
Insolvency practitioner Appoint practitioner	30 November 2016
Financial management Address tax/VAT issues Bank account (Standing Orders, Direct Debits etc) Set up new budget codes for HRA (Council)	15 March 2017 30 November 2016 30 November 2016
Pension Commission actuaries report to identify pension deficit position and report back to Cabinet	31 January 2017
Legal Draft Transfer Agreement and negotiate with Trust's legal advisors, sign Transfer Agreement	1 February 2017

Indemnity insurance for Board Members	
Ensure appropriate provision is put in place	31 March 2017
Governance	
Review Council's constitution	May 2017 (Council)
Investigate options for a new Housing Panel, including tenants and independent members	31 December 2016
Propose new governance model, including arrangements for a new Housing Panel to Cabinet	7 February 2017
Implement new governance arrangements	31 March 2017
Health and Safety, Business Continuity and Risk	
Refresh BCM process for the Council, to include housing services	1 April 2017
Complete Equality Impact Assessment	Complete
Add re-integration to risk register	15 January 2017
Policies and Strategies	
Review all Trust policies and strategies alongside Council policies and strategies and amend, integrate as required	31 March 2017
Re-branding	
Staff I.D. badges	1 February 2017
Stationery, signage and corporate clothing	31 March 2017
Communications	
Regular communications to Members, staff and key stakeholders.	Throughout project