

The following table sets out the headline project plan for the key stages of the work, which is supported by a detailed operational project plan and delivery of the key workstreams. The Project Team meet at least monthly.

Key Actions	Timetable
1. Development of Business Case <ul style="list-style-type: none"> • Operational Approach – include staffing structure • Financial Plans • Investment Proposals 	Jun – Aug 2022
2. Business Case Sign Off (Council)	Oct 2022
3. Financial <ul style="list-style-type: none"> • Financial Systems & Procedures • Finalise Budget 	Sept – Dec 2022 February-March 2023
4. Legal <ul style="list-style-type: none"> • Review existing agreements & Novation 	Sept – Dec 2022
5. HR <ul style="list-style-type: none"> • Agree TUPE list • Staff Consultation & Transfer 	Sept – Dec 2022
6. ICT <ul style="list-style-type: none"> • Review of existing provision • Develop Plan of requirements & implementation 	Sept – Dec 2022
7. Property & Assets <ul style="list-style-type: none"> • Review of buildings & contract novation • Inventory & Maintenance Plans 	Sept – Dec 2022
8. Support Services <ul style="list-style-type: none"> • Preparation of service level agreements • Agree budgets for Support Services 	Sept – Dec 2022
9. Communications <ul style="list-style-type: none"> • Communications Plan (staff/customers/other stakeholders) • Future Marketing Plan including Brand 	Sept – Dec 2022
10. Health & Safety <ul style="list-style-type: none"> • Risk Assessment • Prepare policies & procedures • Occupational Health 	Sept – Dec 2022
11. Finalise Transfer	Jan 2023
12. Mobilisation & Launch	Jan – Mar 2023
13. Insourcing Service goes live	1 April 2023