

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
1	HTS Boards	Wed 17/02/16	Thu 27/04/17			
2	Supply Chain Sub Project	Thu 07/01/16	Fri 02/09/16			
1	PROCUREMENT ANALYSIS	Thu 07/01/16	Fri 03/06/16			
2	HDC receive procurement register of all suppliers	Thu 07/01/16	Mon 01/02/16		COMPLETE	KH N Rowland
3	Prioritise areas for procurement	Tue 02/02/16	Fri 03/06/16		COMPLETE	Supply Chain Project Gro
6	Receive procurement needs from other sub groups	Tue 01/03/16	Tue 01/03/16	2 \\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\ICT Sub Project	COMPLETE	HDC B Thomas
7	Explore sub contractor mechanism and draw on KH process to create supply chain principles	Mon 01/02/16	Mon 04/04/16		COMPLETE	HDC B Thomas
8	ALL PROCUREMENT TIMETABLING FOR HTS	Tue 23/02/16	Fri 02/09/16	3,6		
9	Scheme of Delegation	Thu 21/04/16	Thu 21/04/16			
10	Produce purchasing guidelines	Mon 30/05/16	Fri 29/07/16			HTS Mobilisation Manage
11	Board approve supply chain principles (purchasing guidelines)	Wed 06/07/16	Thu 18/08/16	2,3,6,\\TOWNHALL20\LATC Transition\1. General Project	Principles of procurement and sub contracting - including checks and references required	HTS Board
12	PfH framework offer activities				Performance for Housing procurement framework	
16	Environmental services procurement plan development				To be scheduled	
3	ICT Sub Project	Fri 01/01/16	Tue 31/01/17		**Project plan being re-programmed by ICT Project Group**	
1	INFRASTRUCTURE	Mon 01/02/16	Fri 02/12/16			
2	Scoping of Infrastructure requirement/Area of Utilisation within MPD	Mon 01/02/16	Fri 01/07/16		Floor plans being produced	HDC G Spreadbury,KH IC
3	Scheme of Delegation	Thu 21/04/16	Thu 21/04/16			
4	Decision made on stand alone vs HDC provided system	Fri 29/04/16	Fri 29/04/16	27,\\TOWNHALL20\LATC Transition\1.	COMPLETE	HTS Board
6	Procurement and Installation/Testing of network links and power based on requirement	Fri 01/07/16	Fri 30/09/16			HDC G Spreadbury,Supply Chain
7	Patching relevant to new infrastructure/network	Mon 01/08/16	Fri 02/09/16			HDC G Spreadbury
8	Scoping/Procurement/Design/Configuration of required Switching/Connectivity within MPD	Mon 05/09/16	Fri 30/09/16			HDC G Spreadbury,ICT Project group,Supply
9	Upgrade/Installation of existing circuits back to Civic Centre (3rd Party)	Mon 02/05/16	Fri 03/06/16			HDC G Spreadbury,ICT 3r
10	Scoping /Procurement and Installation/upgrade of current server infrastructure	Mon 29/02/16	Fri 02/12/16			HDC G Spreadbury,ICT Pr
11	Identification of AirCon contracts and transference/replacement for Comms equipment	Mon 02/05/16	Fri 03/06/16			HDC G Spreadbury
12	Scoping/Configuration/Testing of required Handheld devices for mobile agents	Mon 02/05/16	Fri 02/12/16			HDC G Spreadbury,Debol
13	Scoping/Configuration/Testing of Firewall Appliances	Mon 29/08/16	Fri 30/09/16			HDC G Spreadbury,ICT Pr
14	DESKTOP EQUIPMENT	Mon 01/02/16	Fri 02/12/16			
15	Approve Loan Agreement	Tue 28/06/16	Tue 28/06/16			
16	Capacity planning of existing systems	Mon 01/02/16	Fri 01/07/16	\\TOWNHALL20\LATC Transition\1. Ge		
17	Scoping/installation of UPS for power resiliency	Fri 02/09/16	Fri 02/12/16			
18	Scoping/Build/Installation/Testing of Desktop equipment	Mon 06/06/16	Mon 05/09/16	16		
19	Scoping/Build/Installation/Testing of Telephony equipment	Tue 06/09/16	Fri 02/12/16	22,23,24		
20	Scoping/Build/Installation/Testing of Printing Devices	Fri 02/09/16	Fri 02/12/16			
21	TELEPHONY	Thu 04/02/16	Fri 30/09/16			
22	Decision made on call centre operations	Thu 04/02/16	Thu 04/02/16		COMPLETE	Corporate Project group,
23	Investigation into current phone system based on requirement for HTS	Mon 06/06/16	Mon 06/06/16		COMPLETE	
24	Modification/Configuration of phone system to meet HTS requirements	Mon 06/06/16	Fri 29/07/16			
25	Investigation and procurement of additional Handsets/headsets for HTS	Mon 05/09/16	Fri 30/09/16			
26	SYSTEMS AND APPLICATIONS	Fri 01/01/16	Tue 31/01/17			
27	IT systems mapping	Mon 04/01/16	Fri 29/01/16		COMPLETE	HDC G Spreadbury,HDC J
28	Scoping of Application requirements	Fri 01/01/16	Fri 26/02/16		COMPLETE	HDC G Spreadbury,HDC J
29	Discussion with Kier Harlow's current software suppliers (Cohesis / Coins / Civica)	Mon 01/02/16	Fri 26/02/16		COMPLETE	HDC J Fulcher,HDC G Spre
30	Evaluation of options for core HTS systems including migration of existing data and operational systems (Contract Management / Job Allocation / Financial Management)	Mon 01/02/16	Fri 01/04/16		COMPLETE	HDC G Spreadbury,HDC J Fulcher
31	Systems Solution Agreed	Fri 29/04/16	Fri 20/05/16	27,28,29	COMPLETE	ICT Project group
32	Project Group including business users established	Mon 04/04/16	Fri 29/04/16	31	ONGOING	ICT Project group
33	Agree form of SLA between Council - HTS (ICT)	Fri 06/05/16	Mon 01/08/16		Not yet scheduled	HTS J Phillips,ICT Project group
34	Scoping of Contract Management System, Job Allocation System	Thu 02/06/16	Wed 13/07/16			HTS J Phillips,HTS M McM
35	Workshop to agree business processes for R&M, Voids, Planned Works and Gas Servicing	Wed 22/06/16	Wed 22/06/16		COMPLETE	ICT Project group,HTS M
36	New Implementation / Upgrade of Contract Management System	Thu 14/07/16	Tue 31/01/17	34		HDC G Spreadbury,HTS M
37	Identify and agree base information (addresses, suppliers, stock items etc.)	Thu 14/07/16	Mon 18/07/16			
38	Identify changes required to Orchard for new contractor HTS	Thu 14/07/16	Wed 20/07/16			

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
39	Set up and configure Orchard for new contracotr HTS	Fri 29/07/16	Thu 11/08/16			
40	Format and load base data for loading into CallSys	Wed 20/07/16	Fri 22/07/16			
41	Agree management reports required	Mon 25/07/16	Fri 05/08/16			
42	Configure CallSys according to HTS structure	Wed 20/07/16	Fri 22/07/16			
43	Setup finance and HR codiing structures in CallSys	Mon 25/07/16	Tue 26/07/16			
44	Setup CallSys workflows for R&M	Mon 25/07/16	Tue 26/07/16			
45	Setup CallSys workflows for Voids	Wed 27/07/16	Thu 28/07/16			
46	Setup CallSys workflows for Planned Works	Fri 29/07/16	Fri 29/07/16			
47	Setup CallSys workflows for Gas Servicing	Mon 01/08/16	Fri 05/08/16			
48	Set up management reports in CallSys	Mon 29/08/16	Fri 09/09/16			
49	Test Orchard interfaces	Mon 15/08/16	Fri 09/09/16			
50	Test end-to-end process for different workflows	Mon 22/08/16	Fri 16/09/16			
51	Compile and re-load up-to-date base data for CallSys	Mon 30/01/17	Tue 31/01/17			
52	New Implementation / Upgrade of Job Allocation System	Thu 14/07/16	Fri 27/01/17	34		HDC G Spreadbury,HDC J
53	Setup CallSys end-user accounts and roles	Wed 27/07/16	Thu 28/07/16			
54	Setup CallSys resource pool (direct employees and sub-contractors)	Mon 01/08/16	Fri 05/08/16			
55	Agree and setup SMS text messaging facility in CallSys	Mon 15/08/16	Fri 19/08/16			
56	Configure CallSys mobile application for field workers	Mon 15/08/16	Fri 26/08/16			
57	Implement auto-allocation facility in CallSys	Mon 29/08/16	Wed 31/08/16			
58	Implement auto-job approval facility in CallSys	Tue 06/09/16	Thu 08/09/16			
59	Test Job Allocation module	Fri 09/09/16	Thu 22/09/16			
60	Scoping of Financial Management System	Thu 14/07/16	Wed 10/08/16		ONGOING...	HTS Finance Group,ICT 3r
61	New Implementation / Upgrade of Financial Management System	Mon 29/08/16	Fri 30/12/16			HDC G Spreadbury,Demo
62	Scoping/Implementation of interfaces between Orchard and Contract Management System	Thu 14/07/16	Wed 24/08/16			HDC G Spreadbury,HDC J
63	New mobile devices for operatives procured and implemented	Thu 14/07/16	Wed 16/11/16			HDC G Spreadbury,HDC J
64	Systems Testing	Thu 17/11/16	Wed 14/12/16	63		HDC G Spreadbury,HDC J
65	Systems Documentation and Training	Thu 15/12/16	Fri 27/01/17	64		HDC G Spreadbury,HDC J
66	Identify training requirements for different roles that will operate Systems	Thu 15/12/16	Wed 28/12/16			
67	Prepare CallSys training for HTS staff	Thu 29/12/16	Wed 04/01/17	66		
68	Prepare Orchard training for HTS staff	Thu 15/12/16	Mon 19/12/16			
69	Prepare Orchard training for HDC staff	Thu 15/12/16	Fri 16/12/16			
70	Prepare CallSys Mobile training for HTS operatives and backoffice staff	Thu 15/12/16	Wed 21/12/16			
71	Deliver CallSys training	Mon 09/01/17	Fri 13/01/17			
72	Deliver Orchard training	Mon 16/01/17	Fri 20/01/17			
73	Deliver CallSys Mobile training	Mon 16/01/17	Fri 27/01/17			
74	Tranman (Fleet management) Upgrade to existing system	Fri 01/07/16	Fri 29/07/16			HDC G Spreadbury,HDC J
75	HR/Payroll system Scoping / Execution	Tue 10/05/16	Fri 03/06/16	33		Corporate Project group,
76	Orchard upgrade to 64x scoping	Mon 07/03/16	Fri 02/09/16			HDC G Spreadbury,HDC J
77	Orchard Upgrade to 64x for additional load	Mon 05/09/16	Fri 30/09/16	76		HDC G Spreadbury,HDC J
78	Scoping/Procurement/Implementation/Configuration of Data backup system/facility	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
79	Scoping/Procurement/Implementation/Configuration of Internet Proxy	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
80	Scoping/Procurement/Implementation/Configuration of EMail Scanner	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
81	Scoping/Procurement/Implementation/Configuration of Anti-Virus	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
82	Scoping/Procurement/Implementation/Configuration of required Application Delivery	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
83	Scoping/Procurement/Implementation/Configuration of Log Parser Appliance	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
84	Scoping/Procurement/Implementation/Configuration of multiple factor authentication/homeworking	Mon 06/06/16	Fri 02/12/16			HDC G Spreadbury
86	Transfer of existing historic records/certificates for Electric/gas etc	Fri 01/04/16	Fri 27/01/17	\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\Demobilisation Sub Project 2.mpp\5		HDC G Spreadbury
87	Identification / implementation of relevant Health and Safety application	Mon 01/08/16	Fri 23/12/16			HDC G Spreadbury
88	Define materials control management system	Mon 04/04/16	Fri 29/07/16	4		HDC G Spreadbury,Suppl
89	LICENCES	Fri 01/01/16	Thu 21/01/16			
90	Purchasing of Internet domains for HTS	Fri 01/01/16	Thu 21/01/16		COMPLETE	
91	Identification/purchase/enrolment of required licensing for HTS	Fri 01/01/16	Thu 21/01/16		COMPLETE	
4	HR and Payroll Sub Project	Thu 07/01/16	Tue 01/08/17			
1	STAFFING STRUCTURE	Thu 07/01/16	Fri 30/12/16			
2	Produce current organisation chart	Thu 07/01/16	Fri 26/02/16		COMPLETE	Governance Project Grou
3	Scheme of Delegation	Thu 21/04/16	Thu 21/04/16			
4	Receive current ELI and contractual policies	Fri 13/05/16	Fri 13/05/16		COMPLETE	KH HR
5	Commence monthly updates of changes to ELI data	Mon 13/06/16	Mon 13/06/16			KH HR
6	Recruit to vacant posts	Mon 09/05/16	Fri 30/12/16	2,\\TOWNHALL20\LATC Transition\1.		HTS J Phillips

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7	Engage Consultant for policy and procedures work	Mon 25/04/16	Mon 23/05/16		COMPLETE	HDC J Galvin,HTS J Phillip
8	Engage interim HR Consultant	Mon 30/05/16	Mon 20/06/16		COMPLETE	HDC J Galvin,HTS J Phillip
9	Arrangements for Finance Director	Mon 30/05/16	Fri 17/06/16		COMPLETE	HTS Board,HTS J Phillips
10	Arrangements for Commercial Director	Mon 30/05/16	Fri 01/07/16			HTS Board,HTS J Phillips
11	Engage ICT Consultant	Mon 30/05/16	Fri 17/06/16		COMPLETE	HTS J Phillips,HTS Mobilis
12	Recruit Operations Director	Mon 30/05/16	Fri 29/07/16		Advert out 16 June 2016	HDC N Terrell,KH J Phillip
13	Recruit HR and Communications Manager	Mon 30/05/16	Fri 29/07/16		Advert out 16 June 2016	HDC N Terrell,KH J Phillip
14	Recruit SHE and Compliance Manager	Mon 30/05/16	Fri 29/07/16		Advert out 16 June 2016	HDC N Terrell,KH J Phillip
15	Identify and procure agency staff (framework agreement ?)	Fri 01/07/16	Fri 30/09/16			HR and Payroll Project Gr
16	Receive full TUPE list	Mon 01/08/16	Mon 01/08/16			HR and Payroll Project Gr
17	Confirm transfer or not of key postholders	Mon 01/08/16	Mon 01/08/16	16		HR and Payroll Project Gr
18	Receive final TUPE list	Mon 03/10/16	Mon 03/10/16			HR and Payroll Project Gr
19	Finalise structure	Tue 04/10/16	Tue 04/10/16	18		HTS J Phillips,HTS HR Mar
20	Send out measures letter	Tue 04/10/16	Tue 04/10/16	18		HTS HR Manager
21	POLICIES AND OPERATIONS	Thu 28/01/16	Fri 02/09/16			
22	Gather copies of all Kier Harlow HR policies	Thu 28/01/16	Fri 29/07/16		Part of ELI - initial requests made in response to data release	KH HR
23	Gather copies of all Kier Harlow operational manuals	Thu 28/01/16	Mon 27/06/16		COMPLETED UNDER DEMOB GROUP	KH HR
24	Capture and review terms and conditions of service	Fri 13/05/16	Fri 29/07/16		Part of ELI - initial requests made in response to data release	KH HR
25	HDC receive existing policies and operational documents	Mon 14/03/16	Fri 29/07/16	23	Combined work with demob team	HR and Payroll Project Gr
26	HTS sign off on HR policies	Mon 02/05/16	Mon 01/08/16	22,25,\\TOWNHALL20\LATC Transition		HR and Payroll Project Gr
27	Agree form of SLA between Council - HTS (HR)	Mon 01/08/16	Fri 02/09/16		(based on HTS recruiting own HR person)	HR and Payroll Project Gr
28	Agree form of SLA between Council - HTS (payroll)	Fri 22/04/16	Fri 26/08/16			HDC N Terrell,HTS J Philli
29	PENSIONS	Wed 01/06/16	Sun 08/01/17			
30	Capture details of existing pension schemes	Wed 01/06/16	Thu 30/06/16		COMPLETE	KH HR
31	Set and transfer employees to LG pension	Sun 08/01/17	Sun 08/01/17	30		HR and Payroll Project Gr
32	Identify and arrange pension schemes for non LG employees	Wed 01/06/16	Fri 26/08/16		required for new starters	HR and Payroll Project Gr
33	Transfer non LG employees to pension scheme	Sun 08/01/17	Sun 08/01/17	32,30		HR and Payroll Project Gr
34	EMPLOYMENT RECORDS	Thu 07/01/16	Tue 01/08/17			
35	Capture and review employment history	Thu 07/01/16	Tue 31/01/17			KH HR
36	Capture and record grievance records	Thu 07/01/16	Tue 31/01/17			KH HR
37	Capture and record disciplinary records	Thu 07/01/16	Tue 31/01/17			KH HR
38	Capture and record bullying / harassment complaints	Thu 07/01/16	Tue 31/01/17			KH HR
39	Capture and review training records	Thu 07/01/16	Tue 31/01/17			KH HR
40	Capture and review professional qualifications/accreditations e.g. Gas Safe	Thu 07/01/16	Mon 31/07/17			KH HR
41	Check professional identity cards	Thu 07/01/16	Mon 31/07/17			HR and Payroll Project Gr
42	HDC/HTS receive information on professional qualifications held	Tue 01/08/17	Tue 01/08/17	40,41		KH HR
43	Create early warning system for accrued leave	Thu 07/01/16	Fri 29/01/16		COMPLETE	KH HR
44	Implement system to ensure accrued pro-rata leave is taken	Mon 01/02/16	Mon 21/03/16	43	COMPLETE	KH HR
45	HDC receive full HR info for all TUPE staff	Wed 01/02/17	Wed 01/02/17	38,37,36,61,35,24,43,66		KH HR
46	TRADE UNIONS	Thu 07/01/16	Fri 29/07/16			
47	Establish Trade Union communication / engagement structure	Thu 07/01/16	Fri 29/07/16			HR and Payroll Project Gr
48	Receive copy of current collective Trade Union agreement				Awaiting new target date from KH, reschedule has no effect on programme at this time	HR and Payroll Project Group
49	Formal trade union consultation				Not yet scheduled as action not yet required, dates to follow once collective agreements received	HR and Payroll Project Group,Kier Harlow HR
50	Individual employee consultation				To be scheduled prior to TUPE	HR and Payroll Project Group,Kier Harlow HR
51	Establish Joint Consultative Committee			47	To be scheduled prior to TUPE	Governance Project Group,HR and Payroll Project Group
52	HEALTH AND SAFETY	Thu 07/01/16	Fri 30/12/16			
53	Capture and review risk assessments	Thu 07/01/16	Fri 01/04/16		COMPLETE	KH HR, Demobilisation Pr
54	Receive copies of all Kier Harlow risk assessments	Fri 01/04/16	Fri 27/05/16		COMPLETE	HR and Payroll Project Gr
55	Capture and review safe methods of working	Thu 07/01/16	Fri 27/05/16		COMPLETE	KH HR, Demobilisation Pr
56	Capture and review H&S reporting arrangements	Thu 07/01/16	Fri 01/04/16		COMPLETE	KH HR, Demobilisation Pr
57	Implement systems for H&S reporting for HTS	Mon 19/09/16	Fri 30/12/16	14		KH S Hinson, Demobilisati
58	Produce safe methods of working for HTS	Mon 02/05/16	Fri 30/12/16			KH S Hinson, Demobilisati
59	TRAINING RECORDS	Thu 07/01/16	Tue 01/08/17			
60	Capture and review training records	Thu 07/01/16	Sun 31/07/16			KH HR
61	Capture and review designated first aiders	Thu 07/01/16	Sun 31/07/16			KH HR

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62	Receive list of designated first aiders	Mon 01/08/16	Mon 01/08/16			HR and Payroll Project Gr
63	Receive copies of Kier Harlow training records	Tue 01/08/17	Tue 01/08/17	61,50,62		HR and Payroll Project Gr
64	IDENTIFICATION	Tue 01/11/16	Mon 02/01/17			
65	Gather ID badge information electronically	Tue 01/11/16	Wed 30/11/16			KH HR
66	Receive ID badge information electronically	Mon 02/01/17	Mon 02/01/17			Kier Harlow HR,HR and P
68	Produce and issue ID badges	Mon 02/01/17	Mon 02/01/17	66,65,\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\Corporate Sub Project 2.mpp\36		HR and Payroll Project Group,Supply Chain Project Group
5	Governance Sub Project	Mon 02/11/15	Wed 01/02/17			
1	SET UP LATC	Fri 11/12/15	Tue 31/01/17			
2	Register LATC for tax	Tue 23/02/16	Fri 02/09/16	53	Linked to banking activities under Corporate	HDC J Galvin
3	Produce Articles	Mon 04/01/16	Wed 16/03/16		COMPLETE	Governance Project Grou
4	Set LATC Board structure	Fri 11/12/15	Fri 29/01/16		COMPLETE	Governance Project Grou
5	Incorporate LATC	Fri 11/12/15	Thu 24/12/15		COMPLETE	HDC J Galvin
6	Scheme of Delegation	Thu 21/04/16	Thu 21/04/16			
7	Finalise Loan facilities arrangement		Fri 05/08/16		Obtain full understanding of the components of the advance for transparency and State Aid (impact Board/SSC/Cabinet decision)	HDC J Galvin,HDC S Freeman,HTS Board,HTS
8	Board approve Loan Agreement	Tue 28/06/16	Tue 28/06/16			
9	Register Articles with Companies House	Tue 07/06/16	Fri 29/07/16			HDC J Galvin
10	Lease grant	Wed 27/04/16	Wed 27/07/16	53,\\TOWNHALL20\LATC Transition\1.	JG and JMcG work up heads of terms...	HDC J Galvin
11	Produce and approve SHE policy	Thu 01/09/16	Mon 31/10/16			HTS J Phillips
12	Produce and approve Environmental policy	Thu 01/09/16	Mon 31/10/16			HTS J Phillips
13	Produce and approve whistleblowing policy	Thu 01/09/16	Mon 31/10/16			HTS J Phillips
14	Produce and approve Bribery & corruption policy	Thu 01/09/16	Mon 31/10/16			HTS J Phillips
15	Determine LATC logo and livery	Fri 05/02/16	Tue 22/03/16	\\TOWNHALL20\LATC Transition\1. Ge		Corporate Project group,
16	Agree form of SLA between HTS - Council first draft received	Thu 21/04/16	Fri 17/06/16		COMPLETE	Corporate Project group,
17	Agree form of SLA between HTS - Final HoTs produced for Board/SSC	Wed 21/09/16	Wed 21/09/16			
18	Finalise Data Room access and contents to support Service Contract	Fri 17/06/16	Wed 21/09/16			
19	Contract, Keep Britain Tidy (ensure entered into)	Tue 07/06/16	Fri 26/08/16			
20	Ensure coverage of water discharge agreement (Canal River Trust)	Thu 09/06/16	Tue 31/01/17			
22	Produce draft financial regs	Tue 07/06/16	Thu 18/08/16		Awaiting scheduling	HTS J Phillips
23	Draft Brief for external lawyers to support HTS Board	Tue 07/06/16	Tue 28/06/16			
24	SET UP LATC BOARD	Fri 11/12/15	Fri 01/07/16			
25	Appoint Board Directors	Fri 11/12/15	Thu 24/12/15		COMPLETE	Governance Project Grou
26	Schedule meetings of LATC Board and format	Fri 25/12/15	Wed 17/02/16	25	COMPLETE	HDC B Keane
27	Advertise Non-Executive Chairman	Mon 04/04/16	Fri 15/04/16	25	COMPLETE	HDC B Keane,HDC J Galvi
28	Facilitate shortlist and interview of Non-Executive Chairman	Mon 02/05/16	Tue 24/05/16	27		HDC B Keane,HDC J Galvi
29	Service agreement for Non Exec Director	Mon 16/05/16	Tue 31/05/16			HDC J Galvin
30	Appoint NED as statutory Director	Tue 31/05/16	Fri 01/07/16			
31	Board interview Financial Director	Tue 14/06/16	Tue 14/06/16		COMPLETE	
32	Appoint FD as Company Secretary				To be scheduled	
33	CORPORATE SUPPORT	Mon 02/11/15	Mon 02/01/17			
34	Secure D&O Insurance	Mon 08/02/16	Fri 05/08/16		awaiting financial information	HTS J Phillips
35	Secure Professional Indemnity Insurance	Wed 23/03/16	Fri 30/09/16		awaiting financial information	HDC J Galvin
36	Determine requirements for HTS HR, Accountancy and ICT Support	Thu 28/04/16	Thu 28/04/16	\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\HTS Boards 2.mpp\7	COMPLETE - resourcing plan for HTS developed by MD	Governance Project Group
37	Agree form of licence for IT server room at Mead Park	Thu 14/04/16	Fri 20/05/16		(subject to Kier Harlow agreement as to terms). Will r	Governance Project Grou
38	Secure Public liability insurance	Tue 01/03/16	Fri 28/10/16			Governance Project Grou
39	Secure employer's liability insurance	Tue 01/03/16	Fri 28/10/16			Governance Project Grou
40	Secure vehicle insurance	Tue 01/03/16	Wed 30/11/16			Governance Project Grou
41	Secure Buildings & plant insurance	Tue 01/03/16	Mon 02/01/17			Governance Project Grou
42	Statutory compliance registers in place	Mon 02/11/15	Mon 05/09/16			Demobilisation Project G
43	Asset Register for HTS	Mon 04/07/16	Fri 26/08/16			HDC J Galvin,HDC JMcGill
44	Equalities Impact Assessments	Mon 02/11/15	Mon 05/09/16			Governance Project Grou
45	Compliance with Trading Disclosure regulations				To be scheduled	
46	Draft 4 employment contracts HR, SHE, Commercial and one Service Contract FD (Brownes – following agreement of terms)	Tue 07/06/16	Fri 29/07/16			HDC J Galvin
47	Finalise approach to Sub-contractors (50K rule – selection process included in service plan)	Fri 06/05/16	Thu 18/08/16			HDC B Thomas,HDC J Galvin
48	BUSINESS PLAN	Thu 24/12/15	Fri 08/07/16			
49	Determine requirements of business plan	Thu 24/12/15	Fri 29/01/16		COMPLETE	Governance Project Grou

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
50	Identify objectives and values	Mon 01/02/16	Fri 27/05/16	49	COMPLETE	Governance Project Group
51	Produce business plan	Mon 01/02/16	Fri 27/05/16	49,50		Governance Project Group
52	Receive draft base budget	Fri 27/05/16	Fri 27/05/16		TBC when additional Board meeting date set	
53	LATC Board sign off Business Plan	Mon 18/04/16	Tue 28/06/16	51,\\TOWNHALL20\LATC Transition\1.		HTS Board
54	Finalise "Business Case" awarding for Capital works – what does this look like?	Fri 24/06/16	Fri 08/07/16			HTS J Phillips
55	LATC AUDIT	Fri 01/07/16	Fri 14/10/16			
56	Determine LATC audit requirements	Fri 01/07/16	Thu 28/07/16			Governance Project Group
57	Appoint external auditor	Fri 14/10/16	Fri 14/10/16	56		Governance Project Group
58	RISK MANAGEMENT	Mon 30/11/15	Wed 01/02/17			
59	Identify key risks and mitigation actions	Mon 30/11/15	Wed 01/02/17			Governance Project Group
60	Establish business continuity plans	Mon 01/08/16	Fri 28/10/16	50		Governance Project Group
61	FOI REQUESTS	Tue 03/05/16	Fri 23/12/16			
62	Application to ICO	Tue 03/05/16	Fri 01/07/16			HDC J Galvin
63	Define systems, procedures and processes for FOI	Mon 31/10/16	Fri 25/11/16			Governance Project Group
64	Set up system, procedure and process for FOI requests	Mon 28/11/16	Fri 23/12/16			Governance Project Group
6	Fleet and Plant Sub Project	Mon 04/01/16	Fri 13/01/17			
1	Operational Fleet	Mon 04/01/16	Fri 13/01/17			
2	Capture and review vehicle maintenance, inspection & MOT records	Mon 04/01/16	Fri 26/02/16		COMPLETE	KH Transport
3	Evaluate condition of transferring fleet	Thu 07/01/16	Fri 19/02/16		COMPLETE	HDC JMcGill,KH Transport
4	Identify replacement cycle of transferring fleet	Thu 07/01/16	Fri 19/02/16		COMPLETE	HDC JMcGill,KH Transport
5	Investigate existing procurement frameworks	Tue 01/03/16	Tue 29/03/16		COMPLETE	Fleet and Plant Project Group
7	External financial assessment of CCS framework lots (via Arlingclose)	Fri 01/04/16	Fri 29/04/16	5	COMPLETE	Fleet and Plant Project Group
8	Determine fleet procurement options	Tue 22/03/16	Tue 22/03/16		COMPLETE	
9	Evaluate Arlingclose assessment	Mon 02/05/16	Mon 16/05/16	7,\\TOWNHALL20\LATC Transition\1.	COMPLETE	Fleet and Plant Project Group
10	Board approve Loan Agreement	Tue 28/06/16	Tue 28/06/16			
11	Place order for fleet	Tue 17/05/16	Fri 26/08/16	7,9,\\TOWNHALL20\LATC Transition\1.		Fleet and Plant Project Group
12	Receive fleet (where and when)	Tue 01/11/16	Wed 30/11/16	11		Fleet and Plant Project Group
14	Livery, racking and tracking fitted	Thu 01/12/16	Fri 13/01/17	12,\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\Corporate Sub Project 2.mpp\36		Fleet and Plant Project Group
15	Produce proposal re fleet management system	Mon 28/03/16	Fri 29/04/16		COMPLETE	HDC JMcGill
16	Determine vehicle workshop requirements	Mon 28/03/16	Fri 29/04/16		COMPLETE	KH Transport
17	Proposal on fuel pumps and supply chain	Mon 01/02/16	Fri 26/02/16		Business continuity link to HDC operations	HDC JMcGill
18	Capital bids for software upgrade and fuel pumps submitted	Thu 07/04/16	Thu 07/04/16		COMPLETE	HDC JMcGill
19	LANDSCAPE FLEET (TRACTORS)	Fri 11/03/16	Fri 13/01/17			
20	Capture and review vehicle maintenance, inspection records	Fri 11/03/16	Fri 01/04/16		COMPLETE	KH Transport
21	Evaluate condition of transferring fleet	Fri 11/03/16	Fri 01/04/16		COMPLETE	HDC JMcGill,KH Transport
22	Identify replacement cycle of transferring fleet	Fri 11/03/16	Fri 01/04/16		COMPLETE	HDC JMcGill,KH Transport
23	Requirements to be added to main fleet procurement bid	Mon 09/05/16	Fri 29/07/16			Fleet and Plant Project Group
24	Place order for fleet	Tue 24/05/16	Fri 26/08/16	23,\\TOWNHALL20\LATC Transition\1.		Fleet and Plant Project Group
25	Receive fleet where and when	Tue 01/11/16	Wed 30/11/16	24		Fleet and Plant Project Group
26	Livery, racking and tracking fitted	Thu 01/12/16	Fri 13/01/17	25,\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\Corporate Sub Project 2.mpp\36		Fleet and Plant Project Group
27	STREET SCENE FLEET (ROADSWEEPERS)	Mon 04/04/16	Fri 13/01/17			
28	Capture and review vehicle maintenance, inspection & MOT records	Mon 04/04/16	Fri 29/07/16			KH Transport
29	Evaluate condition of transferring fleet	Mon 04/04/16	Fri 29/07/16			HDC JMcGill,KH Transport
30	Identify replacement cycle of transferring fleet	Mon 04/04/16	Tue 02/08/16			HDC JMcGill,KH Transport
31	Requirements to be added to main fleet procurement bid	Mon 02/05/16	Tue 09/08/16			Fleet and Plant Project Group
32	Place order for fleet	Tue 17/05/16	Fri 26/08/16	31,\\TOWNHALL20\LATC Transition\1.		Fleet and Plant Project Group
33	Receive fleet where and when	Tue 01/11/16	Wed 30/11/16	32		Fleet and Plant Project Group
34	Livery, racking and tracking fitted	Thu 01/12/16	Fri 13/01/17	33,\\TOWNHALL20\LATC Transition\1. General Project management files\Project Plan\Corporate Sub Project 2.mpp\36		Fleet and Plant Project Group
35	OPERATIONAL LICENCES	Thu 28/01/16	Wed 09/11/16			
36	Capture all licence requirements (environmental and operational)	Thu 28/01/16	Fri 25/03/16		COMPLETE	HDC M Pitt
37	Apply for "O" Licence	Mon 28/03/16	Wed 09/11/16	36	9 week lead in (30 November deadline)	HDC M Pitt
38	Capture Waste Management Licence requirements	Thu 28/01/16	Fri 26/02/16		COMPLETE	HDC M Pitt
7	Demobilisation Sub Project 3	Thu 07/01/16	Tue 31/01/17			
1	LEGACY	Thu 28/01/16	Tue 31/01/17			

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
2	Identify legacy accounting requirements	Thu 28/01/16	Fri 25/03/16		COMPLETE	HDC JMcGill,KH A Morris,
3	Capture possible employee or public insurance claims	Thu 28/01/16	Tue 31/01/17			HDC JMcGill,KH J Phillips
5	Identify legacy records retention requirements	Mon 01/02/16	Fri 07/10/16			HDC JMcGill,KH A Morris
20	DEPOTS	Fri 18/03/16	Wed 30/11/16			
21	Mead Park Depot dilaps agreed	Fri 18/03/16	Thu 02/06/16		OVERDUE - WAITING ON KH RESPONSE	HDC JMcGill,KH J Phillips
22	Staple Tye Depot dilaps agreed	Fri 29/04/16	Fri 29/04/16		COMPLETE - NO DILAPS REQUIRED	HDC JMcGill,KH J Phillips
23	Wych Elm Depot dilaps agreed	Fri 15/04/16	Fri 15/04/16		COMPLETE - NO DILAPS REQUIRED	HDC JMcGill,KH J Phillips
24	Undertake remedial works identified	Mon 18/04/16	Mon 29/08/16	21,22,23		KH Technical services
25	Dilaps inspection and sign off	Tue 30/08/16	Tue 27/09/16	24		HDC JMcGill,KH J Phillips
26	Agreement for lease - HDC & Veolia/ licence to sublet HDC to HTS to allow Veolia occupation of part	Fri 22/04/16	Wed 30/11/16		To be effective from 1 February 2017 until end of waste management contract extension (presumably	
27	LIABILITIES, AGREEMENTS AND SETTLEMENTS	Thu 07/01/16	Thu 07/01/16		HDC activities to be scheduled	
28	Agree winding up process (resolution or by shareholder written agreement)				Activities to be scheduled	
29	Agree documentation and obtain written signatures				Activities to be scheduled	
30	Agree distribution reflecting shareholding				Activities to be scheduled	
31	Collate full and complete list of assets				Activities to be scheduled	
32	Undertake stocktake and value at net realisable value				Activities to be scheduled	
33	Council to pay JCVO agreed stock price within 15 days of agreement				Activities to be scheduled	
34	Agree and execute "hold harmless" JVCO to Council to 31 January 2017				Activities to be scheduled	
35	Agree and execute "hold harmless" Council to JVCo from 1 February 2017				Activities to be scheduled	
36	Finalise payment and financial matters (owed, demanded, outstanding) – reconcile				Activities to be scheduled	
37	Identify any contingent liabilities or disputed sum(s)				Activities to be scheduled	
38	Finalise insurance requires (run off) and place				Activities to be scheduled	
39	Winding up of Kier repairs app and destruction of stored data				Activities to be scheduled	
40	Address land registry issues following end of leases at Depos				Activities to be scheduled	
41	Settlement agreement - Kier Harlow				Activities to be scheduled	
42	Solvent winding up of JVCo				Activities to be scheduled	
43	Close bank accounts				Activities to be scheduled	
44	Identify contractual obligations that survive following termination of agreements (e.g. confidentiality)				Activities to be scheduled	
45	Finalise tax returns and final accounts				Activities to be scheduled	
8	Corporate Sub Project	Mon 02/11/15	Sun 31/12/17			
1	BUDGET	Mon 02/11/15	Thu 29/09/16			
2	Determine payment mechanism	Mon 07/03/16	Fri 29/04/16		COMPLETE	Corporate Project group
3	Determine start up costs and resource plan	Mon 04/04/16	Fri 27/05/16		COMPLETE - Discussed at April HTS (P&E) Board Meeti	
4	Determine full operating budgets	Mon 02/11/15	Tue 28/06/16		Meeting scheduled for end of May to discuss final bud	HDC S Freeman
5	Determine loan requirements for presentation to board	Fri 27/05/16	Fri 17/06/16		COMPLETE	HDC S Freeman,HTS J Phi
6	Cabinet to receive report on loan requirement	Thu 21/07/16	Thu 21/07/16			Corporate Project group
7	Agree form of loan agreement and enter into loan agreement	Thu 21/07/16	Thu 28/07/16			Governance Project Grou
8	Risk and challenge analysis of payment mechanism	Wed 15/06/16	Thu 29/09/16		To go to Shareholders sub committee	HTS J Phillips,HTS Shareh
9	BANKING	Wed 30/03/16	Sun 31/12/17			
10	Set up banking arrangements	Wed 30/03/16	Fri 02/09/16		Forms received to be completed by Alex Morris and arrangements to be in place by September 2016	HDC S Freeman
11	Set up VAT arrangements	Wed 30/03/16	Fri 02/09/16		Corporate tax advice to be sought	HDC S Freeman
12	Company accounts arrangements	Wed 30/03/16	Thu 27/10/16			HTS J Phillips
13	Corporation tax must be paid for accounting period ending 23/12/16	Sun 24/09/17	Sun 24/09/17			
14	Corporation tax must be paid for accounting period ending 31/12/16	Sun 01/10/17	Sun 01/10/17			
15	Company Tax return for accounting period ending 23/12/2016 delivered	Sun 31/12/17	Sun 31/12/17			
16	Company Tax return for accounting period ending 31/12/2016 delivered	Sun 31/12/17	Sun 31/12/17			
17	SPECIFICATION	Mon 04/01/16	Tue 31/01/17			
18	Review payment mechanism and performance management framework	Mon 04/01/16	Fri 18/03/16		COMPLETE	HDC B Thomas
19	Review specification	Mon 07/03/16	Fri 29/04/16	18	COMPLETE	HDC B Thomas
20	Produce HTS works output specification document	Mon 02/05/16	Fri 29/07/16			Corporate Project group
21	Provide final output specification to append to Services Agreement to Project team	Mon 18/07/16	Fri 05/08/16			
22	Produce datasheets (methodology) for all KPIs	Mon 01/08/16	Fri 30/09/16	20		HDC B Thomas
23	Review KPI specification (linked to specification)	Mon 04/04/16	Fri 27/05/16	18	COMPLETE	HDC B Thomas
24	Establish position re Investors in People	Mon 04/01/16	Mon 29/02/16		COMPLETE - to be included in HTS future work plan	HDC B Thomas
25	Review position re ISO 9001 and 14001	Mon 04/01/16	Fri 11/03/16		COMPLETE - to be included in HTS future work plan	HDC B Thomas
26	ISO 9001 and 14001 - Kier Harlow and HTS Plan in progress	Fri 24/06/16	Tue 31/01/17			HTS J Phillips
27	Agree process/policy capital works	Wed 20/04/16	Fri 10/06/16		COMPLETE	HTS J Phillips,KH J Phillips
28	COMPLAINTS	Thu 21/01/16	Fri 01/04/16			
29	Capture systems, procedures and processes	Thu 21/01/16	Fri 26/02/16		COMPLETE	HDC S Pipe
30	Determine Complaints process / procedure	Mon 29/02/16	Fri 01/04/16	29	COMPLETE	Corporate Project group

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
31	CALL CENTRE ARRANGEMENTS	Thu 21/01/16	Thu 01/09/16			
32	Carry out cost benefit analysis into call centre arrangements	Thu 21/01/16	Thu 04/02/16		COMPLETE	HDC S Pipe
33	Transition Board to review OOH service and arrangements	Thu 04/02/16	Fri 11/03/16		COMPLETE	HDC G Branchett, HTS J P
34	Kier Harlow to implement changes to OOH arrangements	Thu 01/09/16	Thu 01/09/16			
35	BRANDING	Thu 04/02/16	Tue 10/01/17			
36	Branding options presented to Corporate Group	Thu 04/02/16	Thu 04/02/16		COMPLETE	HDC S Pipe
42	Consultation on branding	Mon 22/02/16	Fri 18/03/16	36	COMPLETE	HDC G Branchett, HDC S P
43	HTS Board sign off final branding and livery	Thu 21/04/16	Thu 21/04/16	36,42	COMPLETE	Governance Project Grou
44	Produce and finalise style guide for branding	Fri 22/04/16	Fri 05/08/16			Corporate Project group,
45	Branding strategy produced	Mon 08/08/16	Tue 10/01/17			
46	POLICIES AND PROCEDURES	Mon 29/02/16	Tue 18/04/17			
47	Establish position re strategic H&S	Mon 02/05/16	Fri 27/05/16		COMPLETE - DOUCMENTS SAVED IN DEMOB SHARED	Corporate Project group,
48	Capture 'strategic policies' and carry out gap analysis	Mon 02/05/16	Fri 01/07/16		Link with HR Project group	Corporate Project group,
49	Draft strategic policy documents issued for consultation with trade unions	Mon 05/09/16	Fri 30/09/16		Link with HR Project group	Corporate Project group,
50	Draft strategic policy documents issued for consultation with Board	Wed 19/10/16	Tue 18/04/17		Link with HR, Governance and ICT Project groups	Corporate Project group,
51	Marketing Strategy/Business Development Plan	Tue 01/11/16	Wed 14/12/16			HTS Mobilisation Manage
52	Communication Strategy	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
53	Customer Service Strategy	Tue 01/11/16	Wed 14/12/16			HTS Mobilisation Manage
54	Customer Service & Complaints Procedure	Mon 29/02/16	Fri 01/04/16		COMPLETE	Corporate Project group
55	Business Continuity	Mon 23/05/16	Thu 18/08/16			
56	Whistle Blowing Policies	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
57	Safety, Health & Environment Policy	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
58	Code of Conduct	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
59	Bribery and Corruption	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
60	Check driving licence and appropriate paper work	Mon 03/10/16	Thu 17/11/16			HTS HR Manager
61	CRB checks	Mon 03/10/16	Thu 17/11/16			HTS HR Manager
62	Equality & Diversity	Fri 02/09/16	Tue 11/10/16			HTS HR Manager
63	H&S policy for operations at Depot & Assets	Mon 03/10/16	Thu 17/11/16			HTS SHEC Manager
64	Demobilisation Plan	Mon 04/04/16	Thu 07/07/16		Kier Harlow owned Plan	Demobilisation Project G
65	Statutory Testing Policy (Electrical/Gas/Water/ Lighting Conductors/Lifts/Emergency Lightening)	Tue 01/11/16	Wed 14/12/16			HDC A Murray, HDC JMcG
66	CO2 Emissions	Tue 01/11/16	Wed 14/12/16			HTS SHEC Manager
67	Fuel policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
68	'O' licence management policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
69	Vehicle maintenance policy & procedures (fleet and plant)	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
70	Maintenance of lifting equipment policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
71	Hand held policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
72	Articles of Association	Thu 21/04/16	Thu 21/04/16		COMPLETE	Governance Project Grou
73	Scheme of Delegation	Thu 21/04/16	Thu 21/04/16		COMPLETE	Governance Project Grou
74	Procurement guidelines and financial regs, including banking sign off (for supporting the scheme c				Awaiting FD	HTS Mobilisation Manage
75	FOIA policies and procedures	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
76	Conflict of interest and transparency guidelines for Directors	Mon 23/05/16	Thu 18/08/16			HTS J Phillips
77	CSO's (which supports the scheme of delegation))	Mon 05/12/16	Tue 10/01/17			HTS J Phillips
78	Financial Regulations) PCR2015	Mon 05/12/16	Tue 10/01/17			HTS J Phillips
79	Freedom of Information/Environmental Information Regulations	Fri 02/09/16	Tue 11/10/16			HTS Shareholder SubCorr
80	Internal Audit Strategy	Mon 05/12/16	Tue 10/01/17			HTS J Phillips
81	Audit Plan (External Auditors)	Fri 02/09/16	Tue 11/10/16			HTS J Phillips
82	Sickness	Tue 01/11/16	Wed 14/12/16			HTS HR Manager
83	Working from home	Tue 01/11/16	Wed 14/12/16			HTS HR Manager
84	Requirement for medicals	Tue 01/11/16	Wed 14/12/16			HTS HR Manager
85	Occupational health/Working with a disability	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
86	Absence policy (including special leave?)	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
87	Smoke free workplace policy	Tue 01/11/16	Wed 14/12/16			HTS HR Manager
88	Jury Service	Mon 03/10/16	Thu 17/11/16			HTS HR Manager
89	Gifts and Hospitality policy	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
90	Whistle Blowing Policy	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
91	Counter Fraud Policy	Mon 23/05/16	Thu 18/08/16			HTS Mobilisation Manage
92	Drugs and Alcohol Policy – including testing	Fri 02/09/16	Tue 11/10/16			HTS HR Manager
93	Performance management incl. competency and appeal	Tue 01/11/16	Wed 14/12/16			HTS HR Manager
94	Disciplinary incl. appeal	Mon 03/10/16	Thu 17/11/16			HTS HR Manager
95	Grievance incl. appeal	Mon 03/10/16	Thu 17/11/16			HTS HR Manager
96	Communications	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
97	Pensions	Fri 02/09/16	Tue 11/10/16			HTS HR Manager
98	Travel and expenses	Mon 07/11/16	Wed 14/12/16			HTS HR Manager

ID	Task Name	Start	Finish	Predecessors	Notes	Resource Names
99	Redundancy	Mon 05/12/16	Tue 10/01/17			HTS HR Manager
100	Equality and Diversity Policy	Fri 02/09/16	Tue 11/10/16			HTS HR Manager
101	Dignity at work	Thu 09/06/16	Thu 09/06/16			HTS HR Manager
102	Personal relationships in the workplace	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
103	ICT Acceptable Use Policy	Mon 15/08/16	Wed 21/09/16			HTS Mobilisation Manage
104	Social Media Policy	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
105	Notification of changes to personal circumstances	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
106	Retirement (including flexible retirement?)	Mon 05/12/16	Tue 10/01/17			HTS HR Manager
107	Data Protection Policy	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
108	Learning and development	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
109	Recruitment	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
110	Union activity	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
111	Maternity/paternity/shared parental/adoption leave Policy	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
112	FOI (Including disclosing employee information under FOI)	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
113	Data Security/Records Management (compliance with ICO)	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
114	Disclosure and Barring Service	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
115	Safeguarding/working with vulnerable persons	Mon 15/08/16	Wed 21/09/16			HTS HR Manager
116	Pay and remuneration policies (including pay scales, honoraria, overtime and any discount schem	Mon 05/12/16	Tue 10/01/17			HTS HR Manager
117	Use of Agency staff	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
118	Mobile phone	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
119	Driving – if not included in H&S policy?	Mon 04/07/16	Thu 18/08/16			HTS HR Manager
120	Business ethics policy (in handbook but not essential)	Mon 19/12/16	Tue 18/04/17			HTS HR Manager
121	Employee share ownership (if desired by Board in future, not part of options appraisal and unlikel	Mon 19/12/16	Tue 18/04/17			HTS HR Manager
122	Employee assistance scheme/benefits scheme (if desired but is Kier policy currently and in handb	Mon 19/12/16	Tue 18/04/17			HTS HR Manager
123	Childcare voucher scheme (if desired)	Mon 19/12/16	Tue 18/04/17			HTS HR Manager
124	Career break scheme (if desired)	Mon 19/12/16	Tue 18/04/17			HTS HR Manager
125	Access to Information Policy	Mon 04/07/16	Thu 18/08/16			HTS Mobilisation Manage
126	Corporate Information Security Policy	Mon 05/12/16	Tue 10/01/17			HTS Mobilisation Manage
127	Conditions of Acceptable Use	Mon 15/08/16	Wed 21/09/16			HTS Mobilisation Manage
128	Data Security Breach management Policy	Mon 05/12/16	Tue 10/01/17			HTS Mobilisation Manage
129	ICT Backup and Recovery Strategy	Fri 02/09/16	Tue 11/10/16			HTS Mobilisation Manage
130	Email Policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
131	Mobile Phone Policy	Mon 03/10/16	Thu 17/11/16			HTS Mobilisation Manage
132	Supply Chain Management Policy & Procedures	Mon 04/07/16	Thu 18/08/16			HTS Mobilisation Manage
133	Subcontractors Agreement	Mon 04/07/16	Thu 18/08/16			HTS Mobilisation Manage
134	Procurement Strategy & Procedures	Mon 15/08/16	Wed 21/09/16			HTS Mobilisation Manage
135	Supply Chain Management (Policy/Procedures)	Mon 15/08/16	Wed 21/09/16			Supply Chain Project Gro