SHIOW Governance Review (March 2015 - March 2016)

Start Week Mar 30, 2015

indicates meeting

indicates current position

HCC Executive Member Decision 16 July

HCC SC and EM reports - 8 June

Charity Commission application

HCC P&R Executive Member Decision 23 September

Charity Registration achieved

Finalise Terms of Legal Agreements

Transfer of staff and service to CIO

Thurs 31 March 2016
Signing legal agreements

Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	Notes
Starting		Mar 30	Apr 6	Apr 13	Apr 20	Apr 27	May 4	May 11	May 18	May 25	Jun 1	Jun 8	Jun 15	Jun 22	Jun 29	Jul 6	Jul 13	Jul 20	Jul 27	Aug 3	Aug 10	Aug 17	Aug 24	Aug 31	Sep 7	Sep 14	Sep 21	Sep 28	Oct 5	Oct 12	Oct 19	Oct 26	Nov 2	Nov 9	Nov 16	Nov 23	Nov 30	Dec 7	Dec 14	Dec 21	Dec 28	Jan 4	Jan 11	Jan 18	Jan 25	Feb 1	Feb 8	Feb 15	Feb 22	Feb 29	Mar 7	Mar 14	Mar 21	Mar 28	Apr 4	
Work Package One	**Project Board**																																																						Easter 25-28 March 2016
	Board of Trustees							Board recruited																														Recruitment to full Board of Trustees																		
GOVERNANCE	**Constitution**											Constitution drafted																																												
Project Board	**Charity Comm**							Draft Objects												Charity Commission application / registration																																					
CIO Board of Trustees	**Advisory Board**																								Review Advisory Board structure																																
Work Package Two	**Legal advice**				State-aid advice																																																		
	Heads of Terms									Summary HofT																																														
LEGAL	**Funding Agreement**																			Drafting Grant Funding Agreement																																					Sign Agreements
	CTA																										Drafting Commercial Transfer Agreement																															31-Mar-16
	Admission Agreement																															Draft Admission Agreement																								LGPS Pension Fund
	Grant novation																																																	Novate Sport England grant					
Work Package Three	**Business case**	Funding & Services agreed																																																			
	Budget planning	5 year model business case																																																		
FINANCE	**Set-up costs**	Set-up costs/reserves agreed																																																	
	Bank account								Bank account - Trustee signatories																Reserves policy																															
	HMRC registration																																	HMRC - PAYE & VAT																		
	Payroll																																	Set-up/ Procure Payroll provider																		
	Grant/reserves																																																	Pay Grant to CIO			Including reserves/HTAS
Work Package Four	**Staff structure**	Staff structure for CIO																																																		
	Terms & Conditions																								Draft T & Cs for new employees																														
HUMAN RESOURCES	**Pension**																															Pension for new employees																							Employer contribution?
	HR policies																																	Draft policies for new CIO																					
	Recruitment																																																				
	TUPE transfer													Briefing and consultation																			Consultation outcome/staff changes																							TUPE notification to transfer			28 day notice period
Work Package Five	**Stakeholders**	Stakeholder funding discussions																																																		
	Staff																																																				
COMMUNICATIONS	**Union liaison**																																																			
	Launch of SHIOW CIO																																																			
Work Package Six	**Development**																																																			
	Business Plan				Summary Plan										First draft Business Plan																																						
BUSINESS	**Branding**																																																			
DEVELOPMENT	**Marketing plan**																																																			
Work Package Seven	**Insurance**														Prof Indemnity for Trustees																																						Implement insurances
	Accommodation																																																			Sign Property Lease
INFRASTRUCTURE	**IT**																										Scope requirements - IT set-up																											Agree and sigtn contracts - IT set-up			
	Website host																										Scope requirements- new web host																											Contract - new website			
	Telecomms																										Scope requirements- - phones/mobiles																											Scope requirements - phones			
	Prof services																																																			Appoint Professional services			Auditor, Risk & Safety