

Status	Est Delivery (End of month)	Task Name
Consequential orders		
In Progress	Dec	New Council 'Finance' order
In Progress	Dec	New council 'Place Specific' order
Completed	Nov	General' New Council Transition Order
Recruitment Processes		
Completed	Oct	Phase 1: Recruitment & Appointments
In Progress	Mar	Phase 2 Recruitment - Recruitment & Appointments
Completed	Nov	Appointment of Chief Executive
In Progress	Nov	TUPE plan developed and commenced
New Constitution Developed and Agreed		
Completed	Sept	Report to Shadow Governance Cttee Setting out the Requirements and Timetable
In Progress	Dec	Summary & Explanation, Articles and Responsibility for functions approved by Standards Cttee
In Progress	Jan	Rules of procedure, access to information, budget and policy framework, finance procedure rules, contract rules and executive procedure rules - approved by Standards Cttee
In Progress	Mar	Overview and scrutiny rules, Employment procedure rules, protocol for relationships, member code of conduct, planning code of conduct, member allowances - approved by Standards Cttee
Not Started	Apr	Constitution approved by Shadow Council
May Elections		
Completed	Aug	Boundary Commission consultation
Completed	Oct	Boundary Commission review outcome published
In Progress	May	Prepare for and hold elections to New council (combined register needed for 1 Feb)
HR & Payroll		
Not Started	Feb	New set up for Midland Payroll
Not Started	Feb	Allow Midland HR to make payments on New Councils behalf

Not Started	Feb	Redesign Payslips
Not Started	Jan	Inform Pensions Regulator of New Council
Not Started	Jan	Inform Insight of the change to New Council
Not Started	Jan	Midland HR Payroll - third party payments
Not Started	Jan	Inform Court Services
Not Started	Jan	Inform Salary Exchange of new employer status (childcare)
Not Started	Jan	Inform Salary Exchange of new employer status (bike)
Not Started	Feb	Inform staff of car loans transfer to the New Council
Not Started	Dec	Inform previously TUPE'd staff of new council
Not Started	Jan	Inform Government regarding Gender Pay Gap
Not Started	Dec	To register the New Council with the Matrix employment agency
Not Started	Dec	register New Council with HM Courts & Tribunal Service
Not Started	Feb	Register new council as employer with HMRC
Not Started	Feb	Notify Agency Staff of change of employer
Not Started	Jan	Re-register with the Digital Apprenticeship Service

Processes Live

In Progress	Feb	All agreed Firmstep processes ready for training & Day 1 launch
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Technology

In Progress	Mar	New website live with top 100 pages + statutory content
In Progress	Mar	MyAccounts - Rents
In Progress	Mar	My Accounts - Ctax
In Progress	Mar	My Accounts - NDR
In Progress	Apr	Develop and Go Live with My Services

In Progress	Apr	Develop and Go Live with Self Portal
In Progress	Apr	Firmstep for Business Customers developed and go live
In Progress	Apr	Service Portal - Live with dashboards
In Progress	Feb	Payment Hub - Live and processing new year payments
In Progress	Jan	Go Live with one Finance System
In Progress	Feb	Single LLPG/addressing gazetteer
In Progress	Feb	Payment System - Built and ready to deploy
In Progress	Apr	Intranet - Dash Live with Dashboards and Workflow in Forms
Logo & Signage		
Completed	Nov	New council logo developed for review
Not Started	Dec	Logo & Branding approved
In Progress	Jan	New signage at Deane House and WSH designed, ordered and in place)
Not Started	Jan	All other (non DH or WSH) signage identified and plan for updating in place
Key Contracts		
Not Started	Feb	Public Sector Audit Appointments (PSAA) Contract for Shadow and New Council and HB Subsidy
Completed	Nov	Insurance Contract
In Progress	Jan	Bank Account agreed
In Progress	Feb	Ensure continuity of internal audit provision with SWAP
Registrations, Approvals & Licences		
In Progress	Feb	Amend Land Registry entries for all council land and property assets
Completed	Sept	Clarify registration position with ICO for Shadow Authority
In Progress	Jan	Arrange Membership Registration of Lotteries Council
Completed	Aug	Clarify position regarding Microsoft Licences

In Progress	Dec	Transfer fleet vehicle and Tax registrations to name of new council
In Progress	Dec	Apply for a Waste Transfer Station licence
In Progress	Dec	Apply for a Transport Operators Licence
In Progress	Dec	Fleet insurance and MID database changes
In Progress	Dec	Hazardous waste producers registration
In Progress	Jan	Coastal protection Authority / Trinity House registration
In Progress	Jan	Marine Licence
In Progress	Mar	To register the new Council and Electoral services as a Data Controller under the Data Protection Act
In Progress	Mar	Software Licence transfers
Completed	Feb	TSA Accreditation updated to reflect name change
In Progress	Apr	Amend Gas servicing registration to reflect New Council
In Progress	Apr	NICEIC – Electrical Registration for New Council
Completed	Feb	Change Public Sector Mapping Agreement (PMSA) Licence to reflect new council
Not Started	Jan	Update Copyright Licencing Authority (CLA) registration for new council
In Progress	Apr	Apply for Waste Carrier Registration
Not Started	Jan	Licensing agreements with housing providers reflect New Council
Completed	Jan	FSA re-issue of unique approval numbers for food business in WSC & TDBC
Completed	Dec	Register New Council with HCA
Not Started	Dec	Update TV licences in sheltered housing & extra care properties
Not Started	Mar	Court Officer Authorisation - Magistrates Court
Not Started	Mar	Court Officer authorisation - County Court

Communications and Notifications

In Progress	Dec	Comms Campaign Plan in place
Not Started	Mar	Comms and engagement with partners
Not Started	Mar	Comms and engagement with suppliers
In Progress	Nov	Comms and engagement with precepting authorities regarding precepting request to Shadow
Not Started	Mar	Comms and engagement with HB and CTS recipients
Not Started	Mar	Comms and engagement with Car park season ticket holders
Not Started	Mar	Comms and engagement with licence holders
Not Started	Mar	Notify Deane Helpline Private and Corporate clients
Not Started	Mar	Engage with and inform tenants of the new NC landlord
Completed	Nov	Notify the Magistrate Court Service of the New Council
Not Started	Dec	Notify the Council Enforcement Agents & Debt Collection Services of the change to the New Council
Not Started	Mar	Update all staff email footers to reflect new council identity
Completed	Nov	Notify the LGO & HO of the new Council
In Progress	Dec	Planning Portal update to reflect single council
Completed	Oct	Notify VOA to update website and produce combined lists from April
Not Started	Jan	DWP - changes to new authority for data access/licences/account codes
In Progress	Jan	National Fraud Initiative - sharing of data - notifying and agreeing new council
In Progress	Dec	Ensure HSE are aware of new council in relation to Asbestos and CDM notifications
Completed	Dec	Notify Food Safety Authority - single statutory LAEMS returns
Not Started	Dec	Provide logo for SWELT website & applications and contact details
Completed	Dec	Notify Health & Safety - single statutory LAE1 returns
Not Started	Dec	Air Quality - single AQR to DEFRA
Not Started	Dec	Update Homefinder Somerset website

Not Started	Mar	Standard letter templates to be aligned in Academy Housing
In Progress	Feb	Franking machine contract, postal licence number to cater for new council
Not Started	Mar	Create & distribute new ID badges
In Progress	Nov	Agree new postal address(es) & telephone number for New Council
Not Started	Feb	Create single Twitter & Facebook accounts
Policies & Plans		
In Progress	Dec	Statement of policy for provision of assistance
In Progress	Nov	Refresh Data Protect policy
In Progress	Dec	Corporate Debt Management Policy
In Progress	Dec	Anti bribery and corruption policy
In Progress	Nov	Local Council Tax Support Scheme (LCTSS)
Not Started	Apr	Licensing Act 2003 Statement of Licensing policy
Not Started	Apr	Statement of principles under sect 349 Gambling Act 2005
Not Started	Dec	Discretionary Housing Payments Policy & Council Tax liability
Not Started	Mar	Business Continuity Plan
In Progress	Jan	Update HR Policies for the New Council
Not Started	Jan	Refresh RIPA policy
Not Started	Feb	Create a single Audit Plan
In Progress	Nov	Create Privacy Notice for New Council
Completed	Nov	Understand any requirements regarding Planning Policy
Completed	Nov	Understand requirements for Community Infrastructure Levy (CIL)

Not Started	Feb	Asset Mgt Strategy (AMS) and Asset Mgt Plan (AMP)
In Progress	Dec	Create single discretionary rate relief policy
Not Started	Jan	Counter Fraud Strategy and Prosecution Policy
In Progress	Jan	Update Health & Safety Policy to reflect new council identity
Not Started	Jan	Housing Allocations Policy
Not Started	Jan	Anti- Social Behaviour Strategy and Policy
In Progress	Jan	Assessment / Payment of VCS Grants
In Progress	Nov	ICT Usage Policy
Not Started	Mar	Provide new Ctax and NDR Recovery Timetable for New Council
Completed	Nov	Create a Children & Vulnerable Persons Protection Policy
Completed	Nov	Create a Fair and Open Gambling Policy
Completed	Nov	Create a Social Responsibility in Gambling Policy
Completed	Nov	Create a Implementation of Procedures Policy for the Lottery
Not Started	Mar	Budget Holders & Responsibilities
Land and Property Assets		
In Progress	Feb	Compile Asset Register
In Progress	Feb	Compile Contract Register
Finance		
In Progress	Mar	2019/20 annual Council Tax and NDR billing
Not Started	June	Financial Close Down (WSC & TDBC) Complete
In Progress	Feb	HMRC
In Progress	Feb	Housing benefit subsidy return

In Progress	Dec	Treasury Mgt Strategy (TMS) and Treasury Mgt Policy (TMP)
Not Started	Mar	Create new entity on Supplying the South West Portal
Not Started	Feb	Refresh Purchase Orders Terms & Conditions
In Progress	Feb	Secure continuity for new council to Procurement Frameworks
Not Started	Dec	1st Year Budget (Draft)
Not Started	Feb	1st Year Budget (Agree)
Completed	Nov	Understand options for Council Tax Harmonisation once implications of Finance Order known
Not Started	Feb	Council Tax Setting Report (Agreed)
Completed	Nov	Confirm with pension administrator that all liabilities and assets are to be transferred to successor body
Governance & Legal		
Not Started	Mar	Performance standards position agreed for 1 April 2019
Not Started	Mar	Procure new seals for legal and for democratic services use
In Progress	Dec	Understand and action audit requirements for Shadow.
Not Started	Feb	Appoint a Data Protection Officer for new council
Not Started	Feb	Appoint a new Director to SWAP
Completed	Nov	Understand approach to developing corporate priorities / corporate plan for new council
Member Development Plan		
In Progress	Dec	Create Member Development and Induction Plan for review
Miscellaneous		
Completed	Nov	Understand and action changes required for car parking (tickets , enforcement etc)
In Progress	Jan	Part 7 Statutory Homelessness Return
In Progress	Nov	Single register and form for Assets of Community Value
Not Started	Dec	Understand the position regarding S106 Agreements - enactment required?

Not Started	Feb	Wording of planning notices to reflect new council
Not Started	Feb	Wording of Ctax,HB and NDR docs to reflect new council
In Progress	Dec	Wording of Sundry Debt notices to reflect new council
Not Started	Jan	Co Parish Councils / Wards / Planning Application numbers
Not Started	Apr	Annual Returns for NDR1/NDR3/Subsidy to reflect single council
Not Started	Dec	Create single rural settlements list
Not Started	Feb	Ensure historic application searches post 1st April 2019 are able to be accessed by citizens.
Not Started	Dec	Update both councils details via the Street Name and numbering process
Not Started	Mar	Written authority to represent the Council (Env Health)