lp	ppendix 5 - Adoption West RAA Project plan									1					partmen Education			1										
#	# Activity	04-Apr	11-Apr	18-Apr	25-Apr	UZ-IVIAY 09-May	16-May	23-May 30-May	unr-90	13-Jun	20-Jun	04-Jul	11-Jul	18-Jul 25-Jul	01-Aug	08-Aug	15-Aug	ZZ-Aug 29-Aug	05-Sep	12-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct 07-Nov	14-Nov	21-Nov
	Project organisation, mobilisation, baselines, plans and work packages									<u> </u>			.			JJ.			<u> </u>					l				
	Confirm resource plans and extend contracts, coverred by bridging funding Identify / recruit additional resoures															 							ļ					
	Recruit additional resources once financial plan approved															†												
4	4 Review and update service information / relevant baseline data																											
	5 Review and update project plans and key project documentation 6 Review and update work packages									ļ						ł			 				ļ					
	Business case development and decision making							<u> </u>	i i							1 1		i		i i						i i		
1	Head of service DCS enter proposed decision on forward plans for June / July in each LA																											
	Work stream coordination, reporting and draft full business case development Draft full business case and draft committee report produced based on outputs from work streams									ļļ			- 			ļ		-	 	<u>i</u>			ļ	ļ	<u>-</u>			
	Draft full business case and draft committee report produced based on outputs from work streams Draft full business case & committee report reviewed by service mgr & governance group	<u>i</u>											·			†		-	††				İ	ii	 			
5	5 Committee report submitted to each LA democratic services processes and VAA/ASA																											
	Committee report stages process in each LA Committee report considered and approved by each LA & VAA/ASA	<u>i</u>		-						ļ .						ļ	-	-	 	<u>i</u>			ļ	ļi.				
	Consultation documentation preparation															ii			 				-					
	Equalty Impact Assessment updated																											
	0. Consultation launch	<u>-</u>		 -						-													ļ	ļ	 			
	1 Consultation period 2 Collate, review and summarise consultation responses									 													-					
3	3 Draft final decision committee report									<u> </u>						1												
	4 Draft final decision committee report reviewed by service manager & governance group									ļļ						ļļ.												
	Committee final decision report submitted to each LA democratic services processes Committee final decision report stages process in each LA									 -			-			 			 									
	7 Committee final decision report considered and approved by each LA & VAA/ASA									 						††			 									
8	8 Deliver transition activity															I												
	Implement RAA Communication and stakeholder engagement									<u> </u>																		
	Joint elected member engagement event												1															
	Stakeholder newsletter - April 2016																											
	Stakeholder newsletter - May 2016 Stakeholder newsletter - June 2016	<u>-</u>								ļ						ļļ			11									
	Stakeholder newsletter - June 2016 Stakeholder newsletter - July 2016																		 				-					
	Stakeholder newsletter - Sept 2016									 						††												
	Stakeholder newsletter - Oct 2016									<u> </u>																		
	Stakeholder newsletter - Nov 2016 Stakeholder newsletter - Dec 2016									ļļ						ļ			 				ļ	ļ				
	Stakeholder newsletter - Dec 2016 Stakeholder newsletter - Jan 2017																											
	Stakeholder newsletter - Feb 2017																											
	Stakeholder newsletter - Mar 2017			<u> </u>						ļļ			·			ļļ.		 	ļļ				ļ	ļi.	<u>-</u>			
	Team meeting face to face briefings - spring 2016 Team meeting face to face briefings - summer 2016						-			 -									 									
	Team meeting face to face briefings - autumn 2016									†						1			tt									
	Team meeting face to face briefings - winter 2016/17																											
	7 Team meeting face to face briefings - spring 2017	<u> </u>								ļ						ļ							ļ	ļ				
	3 Joint staff engagement event - summer 2016 3 Joint staff engagement event - winter 2016									-													-					
	Joint staff engagement event - pre-implementation	<u>†</u>	<u> </u>			<u> </u>		i		İi.	i	i	ii			t		i	t				İ		<u>-</u>	i		
	Work stream - Service excellence Adopter recruitment and assessment																											
	Finalise draft 'to be' process maps Engage operational staff in developing detailed service design underpinning process maps															 			 				ļ					
	Invite independent / external challenge on 'to be' processes and service design															i												
	Engage adopter and voice of the child to scrutinise 'to be' processes and service design																											
	Identify quick wins from process mapping work and agree short term plans to implement changes Communicate plans and mobilise to deliver quick wins with operational teams	<u>-</u>		-													-						ļ					
	Draft work packages to complete activity identified by process mapping & service design	<u>-</u>														1		<u> </u>	††									
	Legal (child care) review of proposals																											
	Implement work package phase 1 (quick wins) Implement work package phase 2	 								ļ																		
	Implement work package phase 3									 -						 												
	Work stream - Service excellence matching and early permanence																											
	Finalise draft 'to be' process maps															ļ			 				ļ	ļ				
	Engage operational staff in developing detailed service design underpinning process maps Invite independent / external challenge on 'to be' processes and service design																						ļ					
	Engage adopter and voice of the child to scrutinise 'to be' processes and service design	-				<u> </u>																	ļ	ii	<u> </u>	ii		
	Identify quick wins from process mapping work and agree short term plans to implement changes																											
	Communicate plans and mobilise to deliver quick wins with operational teams									ļ .									 				ļ	ļ				
	Draft work packages to complete activity identified by process mapping & service design Legal (child care) review of proposals	<u>-</u>		†						†						††			† 				ļ	ļ				
	Implement work package phase 1 (quick wins)									1																		
	Implement work package phase 2			Ŧ						ļ						<u> </u>	<u>-</u>											
	Implement work package phase 3 Work stream - Service excellence adoption support																			i							i	
	Finalise draft 'to be' process maps																											
	Engage operational staff in developing detailed service design underpinning process maps									<u> </u>			I			Ţţ			Ţİ					ļi.				
	Invite independent / external challenge on 'to be' processes and service design																					_	ļ	ļļ.				
	Engage adopter and voice of the child to scrutinise 'to be' processes and service design Identify quick wins from process mapping work and agree short term plans to implement changes																						ļ	ļ <u>İ</u> -				
	Communicate plans and mobilise to deliver quick wins with operational teams												1			t			1				<u> </u>					
	Draft work packages to complete activity identified by process mapping & service design									I						Ţİ			ĮĮ					[
	Legal (child care) review of proposals Implement work package phase 1 (quick wins)	<u>-</u>		 -						ļ																		

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6.11.	Implement work package phase 2 Implement work package phase 3																												
7.1	Work stream - HR Procure detailed TUPE advice, once funding agreed																												
	Develop detailed staff transfer plan Review and validate staff data required for staff transfer process																												
	Draft outline staff transfer documentation																												
	Staff transfer consultation period Staff transfer consultation follow up processes and documentation		 -										 															ļ	
	Ensure up-to-date staff lists are correct pre-transfer																												
	Issue formal HR documentation for staff Staff workforce change process & transition period (potentially phased for different partners)																	<u> </u>											
7.10.	Draft & send consistent TU comms messages regarding RAA - early engagement	-‡	ļļ.																							I		ļ	
	Draft & send consistent TU comms messages regarding RAA - pre general consultation Draft & send consistent TU comms messages regarding RAA - general consultation / engagement																												
7.13	Draft & send consistent TU comms messages regarding RAA - post general consultation	-‡	ļļ.						i		<u> </u>		<u> </u>																
7.14 7.15	Draft & send consistent TU comms messages regarding RAA - implementation decision Draft & send TU comms messages regarding RAA - pre staff transfer / workforce change consultation																												4
7.16	Draft & send TU comms messages regarding RAA - staff transfer / workforce change consultation																											ļ	
	Draft & send TU comms messages regarding RAA - post staff transfer / workforce change consultation Draft & send TU comms messages regarding RAA - transition engagement																	ļ										ļ	
7.19	RAA management recruitment																												
	RAA staff recruitment (vacant posts) Audit of staff skills / experience / training & qualifications																												
7.22	Workforce development gap analysis		<u> </u>										1								1					1		ļ	1
	Develop training programme Deliver training programme																												
7.25	Procure advice relating to pensions																									1		ļ	
	Complete actuarial review for 3 pension funds to identify scale of liabilities Plan process for gaining admitted body status to one or more LGPS funds (based on advice)		<u> </u>																									ļ	
7.28	Deliver activity required to address pension implications raised by data gathering, consultation & options																											<u> </u>	
	Revisit actuarial review for 3 pension funds to confirm final scale of liabilities Define HR & Payroll requirements for the new RAA												<u> </u>															ļ	
7.31	Research HR & Payroll solution options (short and longer term)																											<u> </u>	
	Draft proposals for HR & Payroll solutions Governance group review draft proposals for HR & Payroll solutions																											·	
7.34	Sign off proposed solutions in implementation decision report																												
	Procure / arrange / implement HR & Payroll solutions Work stream - Finance																												
8.1	Draft principles / options for agreeing allocation of LA funding to RAA																												
8.2 8.3	Draft recommendation regarding working capital required and source of funding Analysis of service volumes / unit costs in parallel and informing financial principles																	ļ								ļ		·	
8.4	Governance group to review and agree principles for allocation of funding to RAA (incl. working capital)																											<u> </u>	
	Pensions position statement completed based on actuarial review Procure detailed VAT / Tax advice		ļļ-																									·	
8.7	Incorporate detailed VAT / Tax advice into full business case																									<u> </u>		<u> </u>	
	Financial modelling advice & support procured Financial modelling advice & support provided																											ļ	
8.10.	Insurance requirements defined																											<u> </u>	
	Insurance budget estimated Insurance budget estimate refined																				-							·	.
8.13	Appropriate insurance policies in place (inc indemnity insurance for the Directors)																											İ	
	Define Finance support function requirements for the new RAA Research Finance support function solution options (short and longer term)																											·	
8.16	Draft proposals for Finance support function solutions																											<u> </u>	
	Governance group review draft proposals for Finance support function solutions Procure / arrange Finance support function solutions		ļļ-										- 															- 	
8.19	Financial considerations built into draft full business case for in principle decision																											ļ	
	Financial considerations refined for final full business case for implementation decision Financial considerations built into final full business case for implementation decision																												
9	Work stream - ICT																												
	Apply service design and process mapping to inform process of developing ICT solutions Define ICT support function requirements for the new RAA																	<u> </u>								-ii			
9.3	Research ICT support function solution options (short and longer term)																									İ		<u> </u>	
	Draft proposals for ICT support function solutions Governance group review draft proposals for ICT support function solutions		<u> </u>																									- 	
9.6	Procure / arrange ICT support function solutions																											ļ	
	ICT considerations built into draft full business case for in principle decision ICT considerations refined for final full business case for implementation decision		 -																										
9.9	ICT considerations built into final full business case for implementation decision																												
	Work stream - Legal Procure detailed Legal advice regarding forming of a corporate structure and delivering the transition										1																		
10.4	Agreed articles of association including board composition and voting rights for LA / VAA Directors																											ļ	
10.5	Members agreement including reserved decisions, board appointment rights, any funding obligations and agreed arrangements around exiting																												
	Detailed clarification of Teckal requirements and associated risks		ļi																							1			1
	Detailed clarification of statutory duties regarding the transfer of adoption functions Commissioning of services contract including working capital arrangements & support services																												
10.9	Evidence how meet national minimum standards for adoption services and the Statutory guidance	<u> </u>									<u> </u>		1													1		İ	
	Policies and procedures in place as stipulated in minimum standards Ofsted registration																												
10.12	Company registration										<u></u>		1															1	
10.13	Define Legal support function requirements for the new RAA Research Legal support function solution options (short and longer term)																												
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13.4 Summarise NHS Responsible Commissioner Guidance in relation to post adoption support and cultine implications for AV placements placed in the place of the p	13.2 Analyse adoption activity commissioned / delivered by different health providers to inform options / risks																											
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