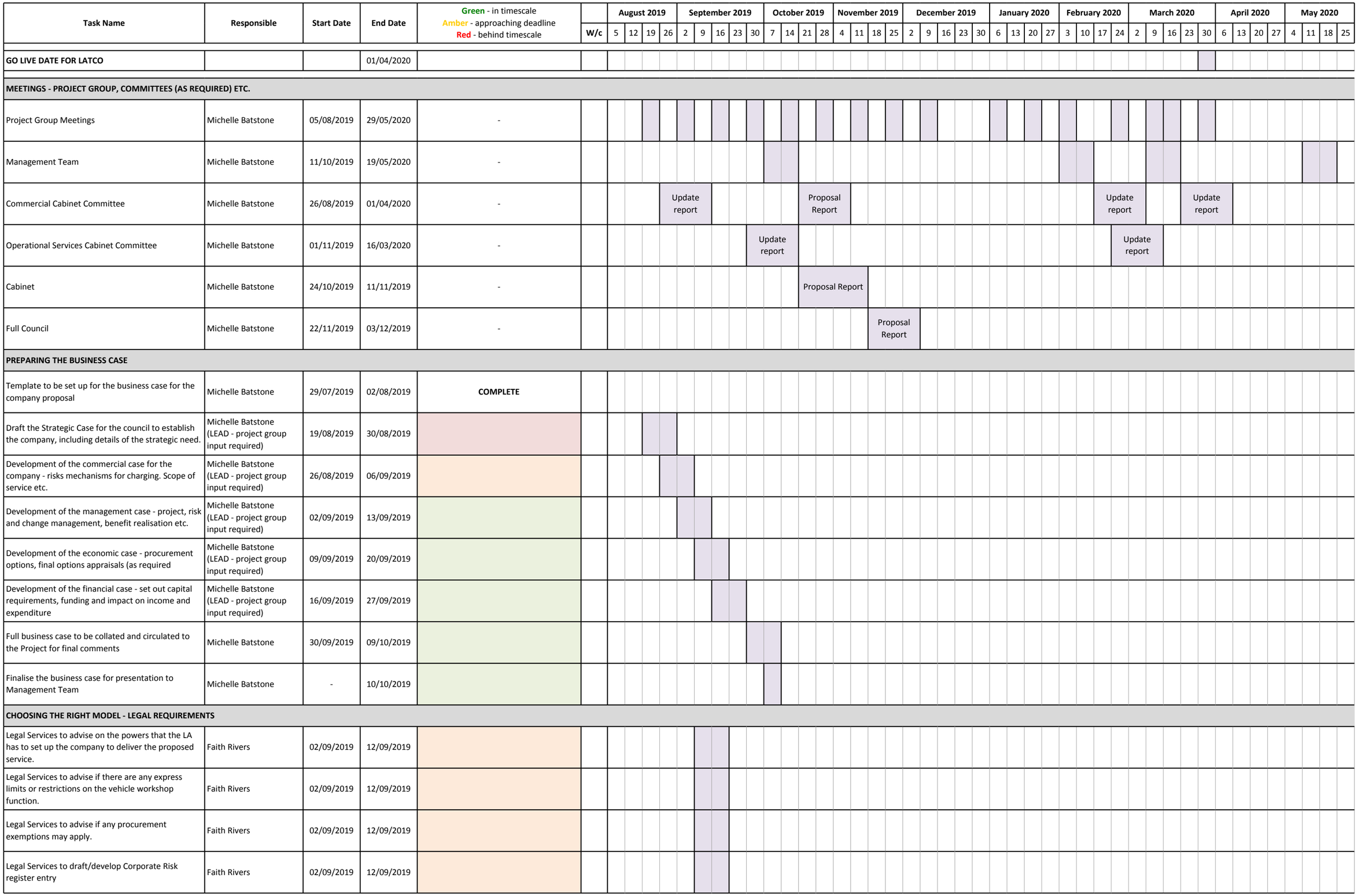
Formation of the Local Authority Trading Company (LATCo)
- Vehicle Workshop Function

Date of latest updates: **04 September 2019**

Task Name	Responsible	Start Date	End Date	Green - in timescale Amber - approaching deadline Red - behind timescale
GO LIVE DATE FOR LATCO			01/04/2020	
MEETINGS - PROJECT GROUP, COMMITTEES (AS REQUIRED) ETC.				
Project Group Meetings	Michelle Batstone	05/08/2019	29/05/2020	-
Management Team	Michelle Batstone	11/10/2019	19/05/2020	-
Commercial Cabinet Committee	Michelle Batstone	26/08/2019	01/04/2020	-
Operational Services Cabinet Committee	Michelle Batstone	01/11/2019	16/03/2020	-
Cabinet	Michelle Batstone	24/10/2019	11/11/2019	-
Full Council	Michelle Batstone	22/11/2019	03/12/2019	-
PREPARING THE BUSINESS CASE				
Template to be set up for the business case for the company proposal	Michelle Batstone	29/07/2019	02/08/2019	**COMPLETE**
Draft the Strategic Case for the council to establish the company, including details of the strategic need.	Michelle Batstone (LEAD - project group input required)	19/08/2019	30/08/2019	
Development of the commercial case for the company - risks mechanisms for charging. Scope of service etc.	Michelle Batstone (LEAD - project group input required)	26/08/2019	06/09/2019	
Development of the management case - project, risk and change management, benefit realisation etc.	Michelle Batstone (LEAD - project group input required)	02/09/2019	13/09/2019	
Development of the economic case - procurement options, final options appraisals (as required	Michelle Batstone (LEAD - project group input required)	09/09/2019	20/09/2019	
Development of the financial case - set out capital requirements, funding and impact on income and expenditure	Michelle Batstone (LEAD - project group input required)	16/09/2019	27/09/2019	
Full business case to be collated and circulated to the Project for final comments	Michelle Batstone	30/09/2019	09/10/2019	
Finalise the business case for presentation to Management Team	Michelle Batstone	-	10/10/2019	
CHOOSING THE RIGHT MODEL - LEGAL REQUIREMENTS				
Legal Services to advise on the powers that the LA has to set up the company to deliver the proposed service.	Faith Rivers	02/09/2019	12/09/2019	
Legal Services to advise if there are any express limits or restrictions on the vehicle workshop function.	Faith Rivers	02/09/2019	12/09/2019	
Legal Services to advise if any procurement exemptions may apply.	Faith Rivers	02/09/2019	12/09/2019	
Legal Services to draft/develop Corporate Risk register entry	Faith Rivers	02/09/2019	12/09/2019	



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						5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11	18	25
Legal Services to provide preliminary advice (including State Aid) regarding the trading vehicle.	Faith Rivers	02/09/2019	12/09/2019																																													
Legal Services to advise on the appropriate suite of legal/contract documents required	Faith Rivers	02/09/2019	12/09/2019																																													
Company Registration - confirm requirements of the registration of a new company	Faith Rivers	02/09/2019	12/09/2019																																													
CONSIDERATION OF GOVERNANCE REQUIREMENTS																																																
Identify if any additional, external support is required to assist in establishing the company structure.	Michelle Batstone and Faith Rivers	-	22/08/2019																																													
Ensure job descriptions are developed for each role within the company.	Michelle Batstone	19/08/2019	30/09/2019																																													
Prepare an organisation structure for the LATCo, seeking advice from Legal Services (including requirement for Company Secretary).	Michelle Batstone and Faith Rivers	22/09/2019	30/09/2019																																													
Identify training requirements for the Board Members and source appropriate training.	Michelle Batstone	19/08/2019	25/01/2020																																													
Consideration of equalities implications - Equality Impact Assessment	Michelle Batstone	02/10/2019	10/10/2019	**COMPLETE**																																												
Consideration of GDPR implications - Data Protection Impact Assessment	Michelle Batstone and Gayle Jones	02/10/2019	10/10/2019																																													
Undertake a skills analysis in order to identify appropriate nominations for the Company Board positions.	Michelle Batstone (Lead Officer)	04/11/2019	06/12/2019																																													
Agree and document a procedure for making appointments to the Board, including appointment to the Chair.	Legal Team	09/12/2019	31/01/2020																																													
Develop a template to be used to enable all Company officers to declare any conflicts of interest they may have.	Legal Team	09/12/2019	03/01/2020																																													
Develop terms of reference for the Board, seeking advice from Legal Services to ensure robustness and cover all required elements.	Legal Team	06/01/2020	13/03/2020																																													
Determine frequency, for Board Meeting including frequency for reporting on KPIS, Complaints/Compliments etc.	Legal Team	06/01/2020	13/03/2020																																													
Ensure there is an clear approach to the transferring services to the company (at the appropriate time)	Legal Team	06/01/2020	13/03/2020																																													
Ensure there is a clear 'Exit Strategy' should there be a need to terminate the company and its links with the council.	Legal Team	06/01/2020	13/03/2020																																													
Establish agreements for the council to provide key support services to the council (Legal, Property, HR, IT etc.) (SLAs)	Faith Rivers	06/01/2020	13/03/2020																																													
Ensure completion of the declarations of interest by all proposed company officers.	Michelle Batstone (Lead Officer)	06/01/2020	21/02/2020																																													
Audit review - build into annual risk-based approach for internal audit review	James Larkin	01/02/2020	31/03/2020																																													
Agreed format and frequency of monitoring reports for the Company (dashboard)	Michelle Batstone and Board Members	03/02/2020	30/03/2020																																													

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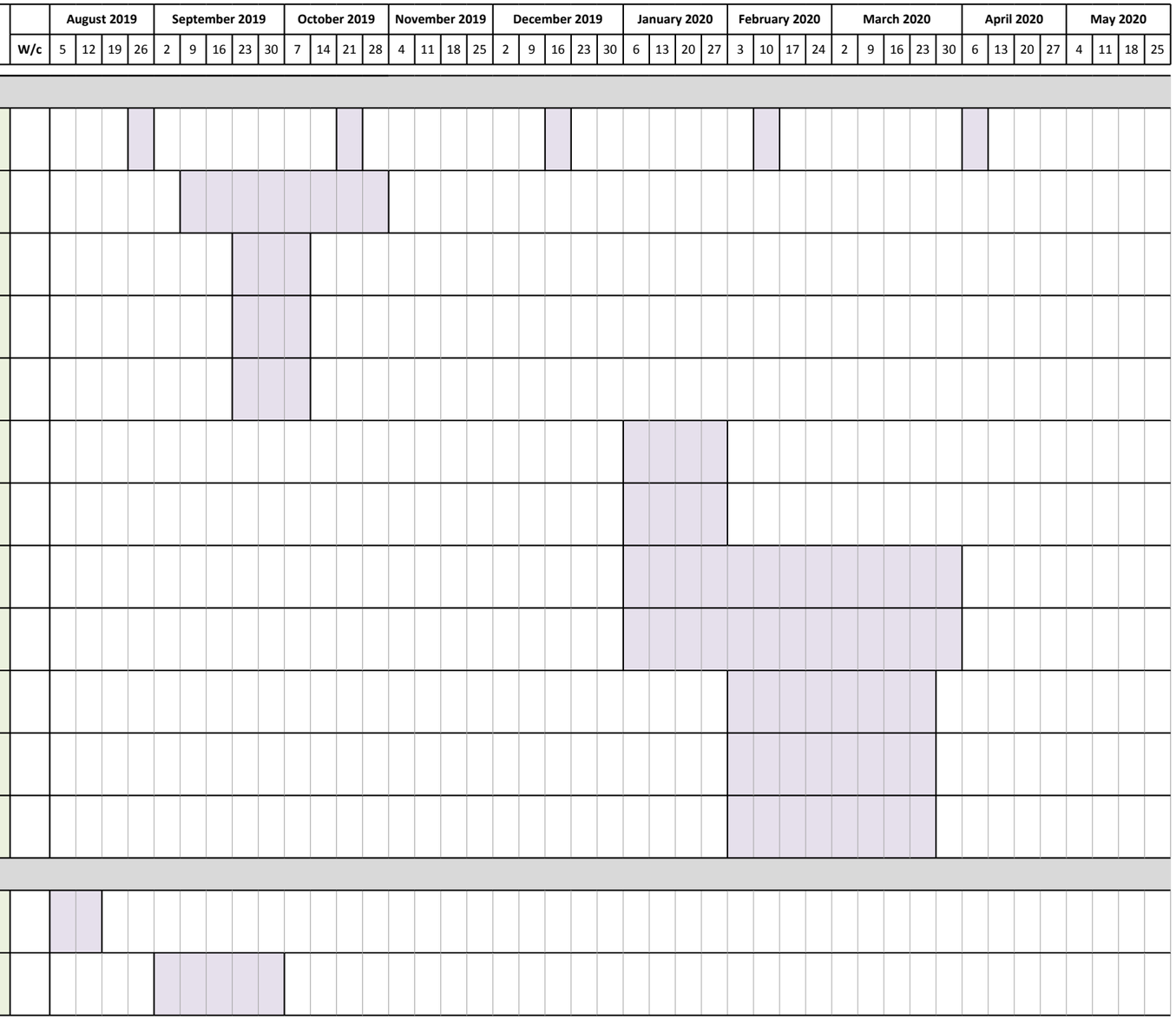
Complete due diligence on nominees for the respective roles within the company, including skills analysis.	Legal Team	03/02/2020	21/02/2020																																													
Undertake a review of the declaration of interest alongside the Legal Team.	Michelle Batstone (Lead Officer)	24/02/2020	06/03/2020																																													
If required ensure non-disclosure agreements are completed and signed.	Legal Team	02/03/2020	20/03/2020																																													
Consideration of succession planning for the Board Members and council officers as required.	Michelle Batstone (Lead Officer)	09/03/2020	03/04/2020																																													
Establish procedure for the council to invoice the company for payment of support services.	Sarah Parfitt	01/03/2020	31/03/2020																																													
FINANCIAL CONSIDERATIONS																																																
Consideration to be given to the personnel resource to be provided to the Company in terms of financial monitoring.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration to be given to how the council will record company income/ expenditure separately.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration to be given to how the GBC financial systems could be used to manage company finances.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Seek specialist advice in terms of taxation and VAT implications for the company including registration requirements.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration of the budget setting process for the company and impact on council processes.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration of current GBC accounting system to assess if this is suitable for the company accounting process.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Review of existing contracts (banking, insurance etc.) to ascertain if services will be covered by current contracts.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration of Insurance requirements for the company entity.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Establishment of separate bank account for the company entity and interfaces with council Income systems.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Consideration of the approach to invoicing/debt recovery for the company, including GBC system access.	Sarah Parfitt	01/11/2019	31/03/2020																																													
Confirmation of required financial returns to Companies House and timeframes for these.	Sarah Parfitt	During 2020-21																																														
Liaison with External Auditors regarding requirements for the audit of accounts for the company	Sarah Parfitt	During 2020-21																																														
Consideration of how any surplus generated by the company will be accounted for.	Sarah Parfitt	During 2020-21																																														
Consideration of impact on GBC Statement of Accounts (format, consolidation issues, asset accounting etc.)	Sarah Parfitt	To b considered for the 2021 Statement of Accounts																																														

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COMMUNICATIONS, IT & DIGITAL CONSIDERATIONS				
Updates to be provided to council staff on the progress of the LATCo (Joint Staff Forum)	Michelle Batstone	30/08/2019	09/04/2020	
Company name to be selected and branding to be considered	Communications Manager	09/09/2019	30/10/2019	
Consideration of company specific e-mail addresses.	Darren Everden	23/09/2019	11/10/2019	
Scope telephony requirements	Darren Everden	23/09/2019	11/10/2019	
Consider hosting options for any business systems required to support Latco functions (cloud first)	Darren Everden	23/09/2019	11/10/2019	
Provide relevant IT and Data Protection policies to support LATCo business	Darren Everden	06/01/2020	03/01/2020	
Agree IT Support arrangements (Helpdesk) and SLA's	Darren Everden	06/01/2020	03/01/2020	
Company Website - costings for development of the company website to be identified.	Digital Team	01/01/2020	31/03/2020	
Drafts for the company website to be developed for presentation to Members/officers for consideration.	Digital Team	01/01/2020	31/03/2020	
Provision of Office 365 licences	Darren Everden	03/02/2020	27/03/2020	
Provision of IT devices where required (e.g.. desktops, laptops, tablets, smartphones)	Darren Everden	03/02/2020	27/03/2020	
Establish backup and business continuity plans	Darren Everden	03/02/2020	27/03/2020	
VEHICLE WORKSHOP SPECIFIC ACTIONS				
Commence engagement with Vehicle Workshop Service to identify practical issues associated with the service.	Michelle Batstone	29/07/2019	06/09/2019	
Develop Vehicle Workshop Specific Action plan (for actions related diorectly to this function).	Michelle Batstone and Ronnie Helen	02/09/2019	30/09/2019