

	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09
HAC diary															
Events	Big meet HPC	BERR meeting EB/ET, SEC, AUDIT, IC	Council & reception HPC Council		BERR meeting	EB/ET, SEC, AUDIT, IC HPC Council	Council Agree transfer date with BERR	BERR meeting HPC Council		EB/ET, SEC, AUDIT	BERR meeting Council & HPC Council		HPC Council		HPC Council
Legal															
Legal work & complaints	Plan transition IC/DCs if required						IC	DC if needed IC	IC & DC if needed	IC & DC if needed Begin parallel running of complaints with HPC	IC & DC if needed HPC take over complaints		End parallel running of legal work		
Abolition															
HR			Finish phase 1 NVQ	Begin phase 2 NVQ			NVQ Level II Career developments skill building programme		Notice of redundancy for those leaving end of March				Notice of redundancy for those leaving end of July		
Resources		Agree asset and record keeping process with BERR & NAO						Agree audit strategy		Begin writing final accounts	Final expenses for Council			Lay final accounts	
Operations	Notify all trainees of final exam. Begin to clean register.		Quality test register	Annual archive of records	6 month notice for IODEM, Parfitt & Co, Casseopia. Agree legacy contract	6 month notice for CPD BSHAA contract	Write to voluntarily removed about transfer date	Notice for Milton Keynes Yellow Box	Vacate Milton Keynes storage Begin sending letters in lieu of registration cards			Parallel working with HPC ops team 3 month notice	1 month notice Concept and Ech Design.		Empty office 2 weeks notice Panda. 1 week notice Yellow Box London
Transfer															
Standards of Proficiency Standards of Education & Training			HPC and HAC Councils agree drafts	3 month joint consultation with HPC			HAC sign off	HPC sign off							
HPC registration	Quality assure register	Ensure historic DC data attached to RHAD records		Audit 07-9 CPD compliance	Agree handover of register with concept & HPC			CPD certification statement		Ensure historic DC data attached to RHAD records	Handover register and watch list to HPC				
Comms															
With industry	Begin ongoing work to explain new framework & transition to industry. Highlight upcoming CPD audit and how legacy cases will be handled			Explain CPD audit process to industry and begin	Explain log book sign off process to industry. Write to pre-notified & supervisors			Explain results of audit to industry	Joint letter with HPC explaining next 3 months and beyond	Joint publicity with HPC about transfer (proving registration, what regulated etc)					
With consumer groups	Begin ongoing work to explain new framework & transition to consumer groups		Liasing with consumer groups to support legislation through parliament				Signposting meeting with consumer groups & HPC	Explain results of audit to consumer groups		Joint publicity with HPC about transfer (proving registration, what regulated etc)	Test signposting with consumer groups				
With other bodies			Meet All Party Parliamentary Group on Deafness				Signposting meeting with consumer groups & HPC			Joint publicity with HPC about transfer (proving registration, what regulated etc)					