

	Jan-08	Feb-08	Mar-08	Apr-08	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	
<b>Legal</b>																				
		Synchronise 2008 IC/DC activity with March 09 transfer	Discuss with BERR, DH & HPC legal teams new framework, transition & closedown	Highlight any potential gaps in new framework										Large 'mop up' IC, including CPD cases	Large 'mop up' DC, including CPD cases					
<b>Abolition</b>																				
HR			Communicate implication of post transfer arrangements to staff	Start NVQ	Work with BERR to recognise HAC as approved NDPB for civil service register			Finish phase 1 NVQ	Begin phase 2 NVQ					Notice of redundancy for those leaving end of March					Notice of redundancy for those leaving end of July	
Resources		Ministerial approval for budget	Assess impact on resources of agreed transition arrangements and understand responsibilities post transfer, including DC debtors									Agree audit strategy		Begin writing final accounts	Final expenses for Council				Lay final accounts	
Operations		Alter voluntary removal form to notify RHAD of transfer date	Understand responsibilities pre and post transfer			Write to voluntarily removed about transfer date		Annual archive of records	6 month notice for IODEM, Parfitt & Co, Casseopia. Agree legacy contract	6 month notice for CPD BSHAA contract		Notice for Milton Keynes Yellow Box	Vacate Milton Keynes storage	1 month notice Concept and Ech Design. Agree legacy contracts	2 weeks notice Panda. 1 week notice Yellow Box London					Empty office
<b>Transfer</b>																				
Standards of Proficiency			Draft 1 of Standards	STEP:UP meet	Consult on STEP:UP draft 1			STEP:UP discuss final draft		Consult jointly with HPC on final draft										
HPC registration				Begin discussions with parties able to sign off log book post abolition	Quality assure register	Ensure historic DC data attached to RHAD records		Audit 07-9 CPD compliance (3 month follow up)	Finalise set up with party signing off log book post abolition	Agree handover of register with concept & HPC		Final CPD audit		Ensure historic DC data attached to RHAD records	Handover register to HPC					
<b>Comms</b>																				
With industry			Chairman's letters-update on transfer, complaints and SORI		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				Work with other bodies to examine any gaps, eg OFT	Begin ongoing work to explain new framework & transition to consumer groups						Discuss signposting 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				Work with other bodies to examine any gaps, eg OFT							Discuss signposting with consumer groups & HPC					Joint publicity with HPC about transfer (proving registration, what regulated etc)				