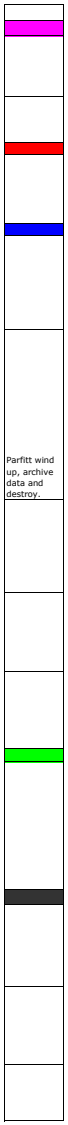
	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10
Events																				
HAC diary	HPC Project planning meet	Council 28th Audit 22nd (SIC on agenda) SEC 22nd HAC HPC project meet	SEC 22nd E&T 25th Office SIC meet 12th Directors SIC meet 17th Retention letters out	Pre-Council SIC and Reg best practice Council 11th		Audit 12th	SEC 9th E&T 17th Audit 30th Retention closes	Council 8th	BERR meeting Council & HPC Council		Audit 13th SEC 13th E&T 21st	AGM 11th	HPC Council	Audit 13th SEC 13th Council 27th	E&T 24th	Audit 2nd SEC 2nd Council 10th				
S60 timetable	1st draft consultation & impact assessment circulated for comment 9th	Consultation & impact assessment approved by DH 16th.	Consultation launched 20th.			Consultation closes 22nd.	Analysis of results & ammendments by 18th	JCSI comment by 17th.		Final Ministerial sign off.	Possible debate in Scottish Parliament	Debate in Commons and Lords				Privy Council commence order.				Audit Committee
Legal																				
Legal work & complaints	J.Bracken opinion on draft consultation. IC DC	HAC at HPC to study complaint handling	Transfer planning with legal contractor. Transfer planning with legal contractor & HPC.		IC	Joint planning meeting with HPC legal team to agree joint working									Parallel running of complaints with HPC	Parallel running of complaints with HPC	Parallel running of complaints with HPC				
Abolition																				
HR	CPD internal training	HPC led CPD training	HAC training session on draft S60 implications, 26th	End NVQ Weekly CPD reviews	CPD review training session	Presentation skills workshop	IT Skills training (EXCEL or other)	Skills masterclass 1 Shadow working elsewhere	Skills masterclass 2	Shadow summer working elsewhere		Notice of redudancy for those leaving end of March-July Begin 90 day consultation for March-July redundancy CV workshop		Interview technique workshop Prepare exit packs		Parallel working with HPC	Parallel working with HPC	Mentoring & support to find alternate work	Mentoring & support to find alternate work Exit packs References written	Remaining redundancies final expenses Letter from Chair to staff, Council etc.
Resources & data		Meet with BERR & National Archives to discuss data and archiving, 13 or 14th	Begin draft annual report ARU/BSHAA exam data and assets archived, destroyed and audited	Present asset disposal and data draft plan to directors Agree disposal and asset plans with contractors		Present asset disposal & records plan to audit committee Distribute finalised plan	Organise data for achiving	Organise data for achiving	Organise data for achiving	BSHAA CPD data archived, destoryed and audited				Begin draft annual report.						Budget over/under spend transfferred to BERR. Final accounts laid. All data including contractors archived or destroyed All outstanding payments made or identified for BERR Bank accounts closed All asset register items sold or disposed & signed off by Audit Comm.
DC debtors		Quarterly statement			Quarterly statement			Quarterly statement			Quarterly statement	Agreement from BERR on handover process of debts and debtors		Quarterly statement Debtors given 1st notification that BERR will be assuming collection of			Quarterly statement Debtors reminded of debt transfer to BERR .			Quarterly Statement Outstanding DC debtor details to BERR. Debtors given final reminder of BERR debt transfer
Contracts		VFM review of legal services and bookkeeping		BSHAA exam & CPD contracts expire. Examiner contracts expire. Extend CPD contract for audit work 6 months											6 month notice IODEM, Parfitt & Co		3 month notice Targetspace		1 month notice Ech Design	
Operations	Operations Transfer meet			Quarterly Ops Transfer meet	Write to voluntarily removed about transfer date		Quarterly Ops Transfer meet Write to voluntarily removed about transfer date			Quarterly Ops Transfer meet		Write to voluntarily removed about transfer date. Offer March fee but forms in by Jan for swift processing	Quarterly Ops Transfer meet	Begin sending letters in lieu of registration cards		Agree BERR contact for email post closedown. Agree BERR contact to manage HAC contact details. Quarterly Ops Transfer meet			Exit packs for staff & members, where data held, all relevant docs, liability	Empty office. Set up phone message to sign post callers Email redirected to BERR contact HAC contact details passed to BERR
Transfer																				
HPC registration		HPC partner recruitment	HPC IT team, IRIS & Concept prject planning meeting for data transfer following up BERR/Nat Archive meet				Ensure historic DC data attached to RHAD records	Compile HPC watchlist Ensure transcripts available for all DC judgements					Review progress on March tasks in quarterly ops meet			Register handed to HPC. HEI data on approved degrees to HPC. Historic record of register for 7 years to HPC. Historic record of upheld DC decisions against dispensers to HPC. Pre-reg list passed to HPC. Open complaints passed to HPC.				
Comms																				
Industry diary	BSHAA Customer Care Stanstead 2nd AudioInfos deadline 12th BAA News deadline 4th	Deadline for Feb BSHAA News BSHAA Council 15th AudioInfos deadline 26th BAA News deadline 4th	AIHHP Council 26th AIHHP Conf. 27-28th. AudioInfos deadline 26th BAA News deadline 4th	BSHAA Council 19th BSHAA study day London 21st BAA News deadline 4th	BSHAA Council 23rd AudioInfos deadline 7th BAA News deadline 4th	AudioInfos deadline 13th BAA News deadline 4th	AIHHP Council 12th AIHHP 13th AGM Deadline for July BSHAA News BSHAA Congress 5-6th BSHAA 18th BAA News deadline 4th AudioInfos deadline 19th	BAA News deadline 4th	BAA News deadline 4th	BSHAA Study day Manchester 5th September 17th Deadline for BSHAA news 22nd	AIHHP Council 8th AIHHP Conf. 9-10th	BSHAA AGM Council 12th Deadine BSHAA news 19th								
With consumer groups		HAC/HPC training for RNID consumer facing staff	Training of RNID InfoLine staff HearBuy Conference Meet new NCC	Explain results of CPD audit to consumer groups AIHHP Conference	Discuss signposting with consumer groups & HPC Explain transfer date		BSHAA Council	Joint meetings with HPC	Joint publicity with HPC about transfer (proving regsitration, what regulated etc)	Test signposting with consumer groups										
With other bodies	All Parliamentary Group on Deafness Unison Health Assistant Conference	Agree joint communications strategy with HPC	HPC advertising for Partners			Press release with HPC on Standards of Proficeincy and Education	Joint letter with HPC explaining next 3 months and beyond	Joint meetings with HPC HPC approves partners	Mail out to HEIs from HPC		HPC presentations to HEIs									


Parfitt wind up, archive data and destroy.