

Nov 15

Dec 15

Jan 16

Feb 16

Mar 16

Apr 16

Ongoing Due Diligence Activity

Business Planning
Impact on Retained Org
Retained Client Function
Risk & Audit



NCC Gate 0 Review

MOBILISATION

Establish Governance
Mobilise Resources
Confirm Project Structure
& Reporting Lines
Draft Heads of Terms



Name of JV agreed and
branding/design signed off

SERVICE SPECIFICATION

Define NCC Requirements & Draft Service Contract
Confirm assets & Draft Transfer Agreement
Confirm shareholding and draft shareholders agreement
Identify support service requirements and develop contracts
Confirm position on VAT and other Tax advice



Service contract, transfer
agreement and shareholders
agreement signed

KEY DATES

09.11.15 - Decision to Proceed
15.12.15 – Name agreed
04.01.16 – MD Recruited
18.01.16 – Gateway Review
01.02.16 – Service Contract etc signed
02.02.16 – Company Formed
15.02.16 – TUPE Consultation
01.04.16 – Go-Live

BUSINESS PLANNING

JV name and company branding
Detailed business planning for Joint Venture
Impact planning for NCC
Marketing plan for JV
Domain names for digital presence

BUSINESS IMPLEMENTATION

Company formed
Bank accounts set up
Domain names bought
Web design & branding

RECRUITMENT TO SENIOR POSTS

Prepare Job Descriptions for MD & Senior Posts
Advertise Position
Undertake Interviews (NCC & Scape)
Make Offer
Candidate Notice Period (up to 3 months)



MD for JV in post

TRANSITION

Memorandum & Articles of Association
Transfer to alternative accommodation
Procurement of equipment & software
Preparation for TUPE
Prepare for go-live

Ongoing Communication with Staff and Trade Unions

Appendix A

Go-Live

