| | APPENDIX 3 - COMMUNITY EQUIPMENT SERVICES - TRANSITION TO IN-HOU | ISF PROVISION | | | | | | | | | | | | | | 1 | | | | | | | | | |
|------------|--|---------------|----------------------------|----------|----|----------|--|-----|----------|----|-----|--------------|-----|-------------|--------|---|--|--|--|----------|-----|-----|---|-----|--|
| | | | | | | | | KEY | | | | | | RESPONSIBLE | | | | | | | | | | | |
| | | | | | | | DUE ON-TARGET | | | | | | | | | | | | | | | | | | |
| | | | | | | | COMPLETE | | | | | | | | | | | | | + | | | | | |
| | | | | | | | OVERDUE | | | | | | | | | | | | | | | | | | |
| | | | | | | | MILESTONE | E | | | | | | | | | | | | 4 | | | | | |
| | | | | 2021 | | | | | | | | I | 2 | 022 | | | | 1 | 1 | | | | | | |
| PHASE | TASK | RESPONSIBLE | STATUS | Z. | Ą | MAY | J. | JUL | A | SE | 00: | NON | DEC | JAY FE | 2 | Ą | 3 | J. | J. | <u>o</u> | ь | 5 | > | ပ္က | |
| | | RESPONSIBLE | STATUS | A R | PR | Ą | Ž. | ΙΥ | AUG | PΤ | СТ | 8 | EC | JAN FE | A R | ž | Ą | N N | Ę | ΑN | SEI | OCI | 2 | 8 | |
| 1 1 a | Governance Procentation of Ontions appraisal paper to Local Commissioning Group | | ON-TARGET | | | | | | | | | | | | | - | | | | | | | | _ | |
| | Presentation of Options appraisal paper to Local Commissioning Group Presentation of Options appraisal paper to Senior Leadership Team | | COMPLETE | | | | | | | | | | | | - | | | | | | | | | | |
| 1.c | Consideration and approval of Options at Cabinet meeting | | ON-TARGET | | | | | | | | | | | | | | | | | | | | | - | |
| | 5 day standstill post Cabinet decision Review CQC Registration Requirements | | NOT STARTED |) | | | | | | | | | | | - | | | | | | | | | | |
| | Prepare CQC Documentation as required | | NOT STARTED | | | | | | | | | | | | | | | | | | | | _ | | |
| 1.g | Submit CQC Documentation for review | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| 1.h 1.i | CQC Registration Granted Creation of Risk table with mitigations and escalation processes | | NOT STARTED NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Creation of internal purchasing/buying function for equipment in line with | | NOTSTANTE | | | | | | | | | | | | | | | | | | | | | | |
| 1.j | procurement regulations | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.k | Set up monthly project group meetings Share updated project plan with identified team leads to clearly define | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | _ | |
| 1.1 | individual actions | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Recruitment/Staff Management | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.a | Recruitment of Project Manager to oversee transition to in-house provision | | ON-TARGET | | | | | | | | | | | | | 1 | | | | | | | | ı | |
| 2.b | 12 month extension to secondment of Equipment Project Occupational | | COMPLETE | | | | | | | | | | | | | 1 | | | | | | | | | |
| 2.0 | Therapist | | COMPLETE | | | | | | | | | | | | | 1 | | | | | | | | | |
| 2.c | Identification of future Strategic Leadership and ongoing management oversight | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | ı | |
| | Identification of named leads from HR, Procurement, Commerical, I.T. and | | NOTSTARTEL | , | | | | | | | | | | | - | | | | | | | | | | |
| 2.d | Analytics, Finance, Transport and Property Services to attend monthly project | | | | | | | | | | | | | | | | | | | | | | | 1 | |
| 3 | meetings | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| | On-Line Ordering System/I.T. Continue to work with Sirona Care and Health to resolve issues with hosting | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.a | ELMS 2 (On-Line Ordering system) | | ON-TARGET | | 1 | | | | | | | | | | | 1 | | | | | | | | ı | |
| 3.b | Investigate alternative options to host ELMS 2 if no resolution to issues with | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sirona Care and Health | | NOT STARTED | | | | | | | | | | | | _ | | | | | | | | | | |
| 3.c 3.d | Implement alternative option if unresolved System testing period - Community Hospitals | | NOT STARTED | | | | | | | | | | | | _ | 1 | | | | | | | | | |
| 3.e | Testing period snagging | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| | Communications out to all teams Go Live | | NOT STARTED | | | | | | | | | | | | _ | | | | | | | | | | |
| | Store Premises | | NOTSTARTED |) | | | | | | | | | | | | | | | | | | | | | |
| | Meeting with Capital Strategy Group to discuss remedial repairs to the | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.a | existing store/identification of more suitable premises | | NOT STARTED | | | | | | | | | | | | _ | | | | | | | | | | |
| 4.b | Visits to proposed premises to determine requirements | | NOT STARTED |) | | | | | | | | | | | _ | | | | | | | | | | |
| 4.c | Develop options appraisal | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | | |
| 4.d | Store Premises decision | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | 1 | |
| 5 | Procurement & Transport Services | | | | | | | | | | | | | | | | | | | | | | | | |
| | Meet with the procurement team to identify and fully embed processes for ordering new items of community equipment | | | | | | | | | | | | | | | | | | | | | | | 1 | |
| 5.a | tor ordering new items or community equipment | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | | |
| 5.b | Suppliers identified added to Framework | | NOT STARTED | , | | | | | | | | | | | | | | | | | | | | 1 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.c | Vehicles leasing requirements reviewed Contracts | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | _ | |
| | Inform current providers of Cabinet decisions | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| | Discussions with current providers in relation to contract notice periods and | | | | | | | | | | | | | | | | | | | | | | | 1 | |
| 6.b | potential extensions(dates may change depending on 6 month extension requirements) | | NOT STARTED | , | | | | | | | | | | | | | | | | | | | | ı | |
| 6.c | Agree Contract Extentions as required | | NOT STARTED | 5 | | | | | | | | | | | | | | | | | | | | | |
| 7 | TUPE (Working Assumption Sept 22 Transfer) | | | | | | | | | | | | | | | | | | | | | | | | |
| | Employee Liabilities Information (ELI) gathering exercise HR oversight of ELI | | NOT STARTED | | - | - | 1 | | 1 | | | | | | | | | I | | | | | | | |
| 7.c | Engagement Documentation prepared for staff who will TUPE | | NOT STARTED | | | | | | | | | | | | | | | | | | | | _ | | |
| 7.d | Engagement exercise commences | | NOT STARTED | | | \vdash | | | | | | | | | | | | | | | | | | | |
| | Consultation/engagement period begins Consultation/engagement period ends | | NOT STARTED | | | | | | | | | \vdash | | | | + | | | | | | | | | |
| 7.g | Standstill period | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| 7.h | Staff transfer complete | · | NOT STARTED | | | | 1 | | | | | | | | | 1 | | | | | | | Ţ | | |
| | Staff welcome meetings OD support (culture change) | | NOT STARTED | | | | | | | | | \vdash | | | | + | | | | | | | | | |
| 7.k | Staff set up on payroll/I.T./email/other relevant council systems | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | | |
| 7.I 7.m | Mandatory Training compliance check | | NOT STARTED | | | | | | <u> </u> | | | \vdash | | | | 1 | | | | | | | | | |
| | Issue of contracts of employment, uniforms and I.D. badges Performance Monitoring | | NOT STARTED | , | | | | | | | | | | | | | | | | | | | | | |
| | Ensure dates for monthly meetings with service leads and | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.a | finance/peformance are in diaries with deputies nominated to cover any | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | planned absence (monitor activity and spend, performance management, compliments, concerns and complaints) | | NOT STARTED | ļ | | | | | | | | | | | | 1 | | | | | | | | | |
| 8.b | Establish reporting requirments for future scorecards | | | , | | | | | | | | | | | | 1 | | | | | | | | | |
| | | | NOT STARTED |) | | | | | | | | | | | | | | | | | | | | | |
| | Communications Communications with existing users of both services regarding | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.a | change in provision | | NOT STARTED | | | | | | | | | | | | | 1 | | | | | | | | | |
| 9.b | Communications with prescribers of both services regarding change in provision and go-live date of new on-line ordering system | | NOT STARTED | | | | | | | | | | | | | 1 | | | | | | | | ı | |
| | in provision and 50 live date of new off-fills of defills system | | | | · | | 1 | | | | | | | | | 1 | | | | | | | | | |

MAS Procurement Timeline

| KEY |
|-----------|
| DUE |
| ON-TARGET |
| COMPLETE |
| OVERDUE |
| MILESTONE |

Appendix 3

| 2021 | | | | | | | | | | | | | 2022 | | | | | | | | | | | |
|--|-------------|-------------|-----|-------|----|-----|-----|-----|---------|-----|-----|-----|------|----|-----|------|----|----|------|-----|------|-----|-----|-----|
| D. I. II. | | | | | | | | | NO. NO. | | | | | | 3 | ≥ . | MA | J. | JUL. | | | Ħ | > | O. |
| Details | RESPONSIBLE | STATUS | MAR | APRII | AY | UNE | ULY | νug | ΞPT | ост | NOV | DEC | JAN | EB | MAR | \PRI | AY | Ž | חרא | AUG | SEP" | LOO | NOV | DEC |
| Contracts Panel Approval | | COMPLETE | | - | | | | | | | | | | | | | | | | | | | | |
| Panel formed to draft specification and to be part of the tendering process. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Consultation with service users and stakeholders. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Draft of evaluation criteria and tender questions prepared | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Panel meet to agree specification, evaluation criteria, tender questions | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Commission advertised via a PIN and/or Contracts Finder notice - advertises pre-tender event | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Pre Tender Event | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Invitation to Tender (ITT) sent out via ProContract | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Deadline for submission of tenders. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| IT/IG Due Diligence and Suitability Checks | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Panel to evaluate tender responses individually. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Panel meet to evaluate tender responses | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Further clarification obtained from Bidders (if applicable) | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Final panel meeting to agree provisional award | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Feedback produced | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Audit of Finances (successful tenderer only) | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Providers informed of provisional decision to award. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Alcatel Standstill Period | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Formal contract award | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |
| Contract set up and mobilisation | | NOT STARTED | | | | | | | | | | | | | | | | | ļ | | | | | |
| Target for new contracts to start. | | NOT STARTED | | | | | | | | | | | | | | | | | | | | | | |