

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020											
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
1	Initial Company Set-up	Shareholder Comments	Suggested resource	Additional info	Shareh Group																								
2																													
3	Legal Support																												
4	Prepare Articles of Association	Governance	CJ/EA/HW/SB/ Approval Senior		Y- Approv																								
5	Prepare Shareholder Agreement	Governance	CJ/EA/HW/SB/ Approval Senior		Y- Approv																								
6	Tailor Reserved Matters (as part of above)	Governance	CJ/EA/HW/SB/ Approval Senior		Y- Approv																								
7	Action Incorporation at Companies House	Governance	CJ/EA/SB		Y - Notifica																								
8	Advise on Director arrangements (No. &	Governance	CJ/EA/HW/SB/ Approval Senior		Y - Notifica																								
9	Advise / implement insurances	SLA between company with	Chris Holme/Jonathan		N																								
10	Prepare SLA's for services provided to HTC	SLA between company and other services	Steve Blake and Various		N																								
11	Agree name of HTC	Mayor/CLB/Comm	Steve Blake and Various		Y - Notifica																								
12																													
13	IT Support	ACCOMODATION:																											
14	Secure & set-up email domains	ICT	Ian Gale/Steve Blake	Likely to be	N																								
15	Provide any additional hardware	ICT	Ian Gale/Steve Blake	Likely to be	N																								
16	Set up website	ICT	Ian Gale/Steve Blake	Likely to be	N																								
17	Link website to procurement website	ICT	Ian Gale/Steve Blake	Likely to be	N																								

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020											
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan			
18	New Provide any software support (minimal?)	ICT	Ian Gale/Steve Blake	Likely to be external	N																								
19																													
20	HR Support																												
21	NED recruitment & appointments?	HR/Governance	Mark William/HW/SB		Y-Approv																								
22	Director training / Induction	HR/Governance	HW/SB	May suggest	Y - Notifica																								
23	Managing Director appointment / consultancy	HR/Governance	Mark William/HW/SB		Y-Approv																								
24	Recruitment of 'Support Officer'/Project Manager (interim consultant)	HR/Governance	MW/SB		Y - Notifica																								
25	Recruitment of 'Support Officer'/Project Manager (Permanent Employee)	HR/Governance	MW/SB		Y - Notifica																								
26	SLA for payroll services?		Mark Williams																										
27																													
28	Communication Support																												
29	Establish the brand / launch HTC etc.	Mayor/CLB/Comm	Steve Blake and Tim Borrett	MD/NED RECRUIT	Y - Notifica																								
30	External promotional support	Mayor/CLB/Comm	Steve Blake and Tim Borrett	MD/NED RECRUIT	N																								
31	Business card	Mayor/CLB/Comm	Steve Blake and Tim Borrett	MD/NED RECRUIT	N																								

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020								
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
32	HTC marketing document (public version of BP)	Mayor/CLB/Comm	Steve Blake and Tim Borrett	MD/NED RECRUIT FIRST	N																					
33																										
34	Finance Support																									
35	Set up bank account(s)	Company finance ?		CO. FD RECRUIT	N																					
36	HMRC set-up	Company finance ?		CO. FD RECRUIT	N																					
37	VAT registration	Company finance ?		CO. FD RECRUIT	N																					
38	Securing working capital for first 12 months	Council finance/Company finance	?	CO. FD RECRUIT FIRST	N																					
39	Secure PWLB funding to on-lend to HTC	Council finance	?	CO. FD RECRUIT	N																					
40	Set-up invoice / payment processes	Company finance/ICT?	?	CO. FD RECRUIT	N																					
41	Set-up system for monitoring and cross-charging appropriate costs to HTC	Shareholder function	Helen Wheeler		N																					
42																										
43	Governance Support (Shareholders, HoCo, Council)																									
44	Action the delegated authorities given in cabinet report																									
45	Approval of Articles of Association	Shareholder Group/Hco	HW/CJ		Y- Approv																					

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020								
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
46	Approval of Shareholders Agreement	Shareholder Group	HW/CJ		Y- Approv																					
47	Approval of Reserved Matters	Shareholder Group	HW/CJ		Y- Approv																					
48	Approval of Companies House registration	Shareholder Group	HW/CJ		Y - Notifica																					
49	Approve the selection & appointment of HTC directors	Shareholder Group	HW/CJ		Y- Approv																					
50	Any other associated approvals required to set up HTC	Shareholder Group	HW/CJ		Y- Approv																					
51	Approve the land transfers to HTC/JVLLP	Shareholder Group	HW/CJ	MD/NED RECRUIT FIRST	Y - Notifica																					
52	Approve the drawdown of budget for HTC set-up	Council Finance	?		Y - Notifica																					
53	Make future budget provision for HTC running costs	Council Finance	?	MD/NED RECRUIT FIRST	Y - Notifica																					
54	Make future budget provision for Council governance costs	Council Finance/Client function/Sharehol	?		Y - Notifica																					
55	Council support to Housing Company in first 6/12 months																									
56																										
57	Legal Support																									

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020								
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
58	Prepare Loan Agreement to HTC for on-lending of Council's PWLB loan (On behalf of Council)	Client function for ? land transfer/BCC Legal			Y - Approv re: Holding involve N																					
59	Provide separate legal support to advise HTC on above (on behalf of HTC)	Company Legal	?																							
60																										
61	Romney House Legal Support																									
62	Romney House - set up JV/LLP Agreement & advice to HTC (On behalf of HTC / JVLLP)	Council Legal/Council Land transfer client & Company Legal/Housing Co	?/Denise Murray	MD/NED RECRUIT FIRST	Y - Notifica																					
63	Romney House - agree land value (on behalf of Council)	Council Legal/Council Land transfer	?/Denise Murray		Y - Notifica																					
64	Romney House - Prepare land transfer agreement / equity investment (on behalf of Council)	Council Legal/Council Land Transfer Client/Council finance approvals including S151	?/Denise Murray		Y - Approv re: Holding involve																					
65	Romney House - Provide separate legal support to advise HTC on above (on behalf of HTC / JVLLP)	Company Legal/Housing Co mgmt		MD/NED RECRUIT FIRST	Y - Approv re: Holding involve																					
66	Romney House - Prepare on-lending loan agreement from HTC to JVLLP (On behalf of HTC)	Company Legal/Housing Co mgmt		MD/NED RECRUIT FIRST	Y - Notifica																					

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020										
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
67	Prepare Site searches / legal pack	Company Legal/Housing Co		MD/NED RECRUIT	Y - Notifica																							
68																												
69	Baltic wharf Caravan Club Site legal support																											
70	Caravan Site - set up JV/LLP Agreement & advice to HTC (On behalf of HTC/JVLLP)	Council Legal/Council Land transfer client & Company Legal/Housing Co	?/Denise Murray	MD/NED RECRUIT FIRST	Y - Notifica																							
71	Caravan Site - agree land value (on behalf of Council)	Council Legal/Council Land transfer	?/Denise Murray		Y - Notifica																							
72	Caravan Site - Prepare land transfer agreement / equity investment (on behalf of Council)	Council Legal/Council Land Transfer Client/Council finance approvals including S151	?/Denise Murray		Y - Approv re: Holding involve																							
73	Caravan Site - Provide separate legal support to advise HTC on above (on behalf of HTC/JVLLP)	Company Legal/Housing Mgmt		MD/NED RECRUIT FIRST	Y - Approv re: Holding involve																							
74	Caravan site - Prepare on-lending loan agreement from HTC to JVLLP (On behalf of HTC)	Company Legal/Housing Mgmt		MD/NED RECRUIT FIRST	Y - Notifica																							
75	Prepare Site searches / legal pack	Company Legal/Housing		MD/NED RECRUIT	Y - Notifica																							
76																												
77	IT Support																											

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020								
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
78	General back-up support as and when needed	ICT	Ian Gale/Steve Blake	Likely to be external																						
79	On-going website support	ICT	Ian Gale/Steve Blake	Likely to be																						
80																										
81	HR Support																									
82	General back-up support as and when needed	SLA between company and HR	Mark Williams		Y - Notifica																					
83	Additional recruitment support	SLA between company and HR	Mark Williams		N																					
84	Support with H&S requirements of HTC	SLA between company and BCC	Head of H&S	MD/NED RECRUIT	Y - Notifica																					
85	Support to ensure HTC has appropriate policies	Company Sec / Company Mgmt/ SLA's with council	CJ/SB	MD/NED RECRUIT FIRST	Y - Notifica																					
86																										
87	Communication Support																									
88	General back-up support as and when needed	SLA between company and Comms	Tim Borrett/Steve Blake		N																					
89																										
90	Finance Support																									
91	On-going management of HTC finances including:-	Company finance ?		CO. FD RECRUIT FIRST	Y - Notifica																					
92	Management of loans	Company finance ?		CO. FD RECRUIT	N																					

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020						
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
93	Management of equity investments	Company finance	?	CO. FD RECRUIT	N																			
94	Oversee JV/LLP finances	Company finance	?	CO. FD RECRUIT	N																			
95	Prepare monthly management accounts (on behalf of HTC)	Company finance	?	CO. FD RECRUIT FIRST	N																			
96	On-going Financial Modelling support	Company finance	?	CO. FD RECRUIT	N																			
97	Support with quarterly reporting to HoCo / Council	Company finance	?	CO. FD RECRUIT FIRST	N																			
98	On-going management of insurances	Company finance	?	CO. FD RECRUIT	N																			
99	Management of auditors	Holding Company	?		N																			
100	Support to prepare 2nd year business plan	Company finance	?	CO. FD RECRUIT	N																			
101	Monthly / Quarterly cross charging of Council Costs to HTC (staff etc.)	Company finance	?	CO. FD RECRUIT FIRST	N																			
102	Possible future payroll / PAYE / NI	Company finance	?	CO. FD RECRUIT	N																			
103																								
104	Housing Development Support																							
105	Romney House																							

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020					
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr						
106	Romney House - Possible Accelerated Delivery Funding Arrangements (Romney House)	?		MD/NED RECRUIT FIRST	N																		
107	Romney House - Establish Sec 106 contributions	?		MD/NED RECRUIT FIRST	N																		
108	Romney House - Arrange demolition	?		MD/NED RECRUIT	N																		
109	Romney House - Secure vacant possession	?		MD/NED RECRUIT FIRST	N																		
110																							
111	Baltic Wharf Caravan Club site	?		MD/NED RECRUIT																			
112	Caravan Site - Establish Sec 106 contributions	?		MD/NED RECRUIT FIRST	N																		
113	Caravan Site - Secure vacant possession	?		MD/NED RECRUIT	N																		
114	Initial site investigations /Surveys	?		MD/NED RECRUIT FIRST	N																		
115																							
116	Identifying future sites																						
117	Site investigations	?		MD/NED RECRUIT	N																		
118	Preliminary designs	?		MD/NED RECRUIT	N																		
119	Possible planning applications	?		MD/NED RECRUIT	N																		

ID	Task Name	Text1	Text2	Text10	Text3	2019												2020							
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	Jun	Jul	Aug	Sep	Oct	Nov
120																									
121	Governance Support (Shareholders, HoCo, Council)																								
122	Receive quarterly progress from HTC	Shareholder function/Holding?	HW		Y-Approv																				
123	Approve year accounts	Shareholder function/Holding?	HW		Y-Approv																				
124	Approval process for 2nd year Business Plan	Shareholder function/Holding?	HW		Y-Approv																				
125	Any on-going support as set in 'reserved matters'	Shareholder function/Holding?	HW		Y-Approv																				