

Appendix 4

Task Name	Duration	Start	Finish
EALING CONTRACT DEMOBILISATION Sunday 5 July 2020 [v3 - 01/08/2019]		Tue 30/04/19	Sun 05/07/20
GOVERNANCE		Tue 30/04/19	
Confirm Amey "Exit Manager"	1 day	Mon 25/02/19	Mon 25/02/19
Confirm Ealing Council "Exit Manager"	14 days	Tue 26/02/19	Fri 15/03/19
Secure list of " mirror " stakeholders/activity leads in Ealing Council	10 days	Mon 10/06/19	Fri 21/06/19
Share list of " mirror " stakeholders/activity leads with Amey leads	10 days	Mon 10/06/19	Fri 21/06/19
Share data with Ealing Council to enable their work on setting up the LATCO	110 days	Mon 07/01/19	Fri 07/06/19
FINANCE AND COMMERCIAL	504 days?	Mon 02/09/19	Thu 05/08/21
Commercial			
Update & Agree balance sheet assets/liabilities	5 days	Mon 02/03/20	Fri 06/03/20
Update & Agree 3rd party/external services and values	5 days	Mon 09/03/20	Fri 13/03/20
Update & Agree values for all items subject to transfer	5 days	Mon 16/03/20	Fri 20/03/20
Calculate settlement figure for claims - in debtors, invoiced already, update	5 days	Mon 23/03/20	Fri 27/03/20
Calculate settlement figure for assets/liabilities	5 days	Mon 30/03/20	Fri 03/04/20
Update & Agree settlement figure for claims with Ealing Council	10 days	Mon 06/04/20	Fri 17/04/20
Update & Agree settlement figure for balance sheet assets/liabilities with Ealing Council	10 days	Mon 20/04/20	Fri 01/05/20
Update & Agree payment schedule with Ealing Council for claims and balance sheet assets/liabilities	10 days	Mon 04/05/20	Fri 15/05/20
Finance			
Prepare monthly finance schedule for period remaining on contract	259 days	Mon 06/01/20	Thu 31/12/20
Keep accounts open for 6 months in order to close down all remaining contract issues	129 days	Mon 06/07/20	Thu 31/12/20
Insurance	65 days	Mon 06/04/20	Fri 03/07/20
Confirm process for insurance claims	15 days	Mon 06/04/20	Fri 24/04/20
Review all open insurance claims for liability	30 days	Mon 25/05/20	Fri 03/07/20
Commercial/Legal			
Details of any work in progress	20 days	Mon 18/05/20	Fri 12/06/20
Details of any negotiations with Third Party suppliers	20 days	Mon 18/05/20	Fri 12/06/20

Details of any litigation, disputes, arbitration, mediations or administrative or criminal proceedings to which the Partner has been a party in connection with the Services in the 3 (three) years prior to the Termination Date	20 days	Mon 18/05/20	Fri 12/06/20
Details of any Customer Complaints received by the Partner in the 3 (three) years prior to the Termination Date.	20 days	Mon 18/05/20	Fri 12/06/20
Details of any insurance claims made by the Partner in connection with the Services in the 3 (three) years prior to the Termination Date.	20 days	Mon 18/05/20	Fri 12/06/20
Details of any proceedings which have been instigated in relation to any other matter which may adversely affect the Authority's ability to perform the Replacement Services.	20 days	Mon 18/05/20	Fri 12/06/20
Cost control			
DOA - Review all existing DOA (IT hold DoA with information from People Manager)	5 days	Mon 02/09/19	Fri 06/09/19
Stock Count (Requirement to be regular closer to the end of the contract)	45 days	Mon 04/05/20	Fri 03/07/20
Agree what stock will be sold on to Ealing Council	5 days	Mon 01/06/20	Fri 05/06/20
Agree price for each item of stock	5 days	Mon 08/06/20	Fri 12/06/20
Weekly Stock Count	35 days	Mon 18/05/20	Fri 03/07/20
Agree final stock count and confirm value (to be paid by Ealing Council)	1 day	Fri 03/07/20	Fri 03/07/20
HR		Tue 30/04/19	
Demobilisation Project Start Up		Tue 30/04/19	
Notify service centre and MI that demobilisation is starting and indicate target completion date	5 days	Tue 03/03/20	Mon 09/03/20
Establish key contacts (for HR-led activities below) and make initial contact	5 days	Tue 10/03/20	Mon 16/03/20
Secure copy of Ealing contract	1 day	Mon 03/06/19	Mon 03/06/19
Review exit clauses in contract re: people commitments and review/amend plan accordingly	4 days	Tue 17/03/20	Fri 20/03/20
Agree approach to temps and contractors	5 days	Mon 23/03/20	Fri 27/03/20
Agree approach and timeline for Notification / Consultation	5 days	Mon 30/03/20	Fri 03/04/20
Due Diligence Data For Transferee			
Request headcount from service centre (including pension status/data)	5 days	Mon 06/04/20	Fri 10/04/20
Request HR employee data from Service Centre	5 days	Mon 13/04/20	Fri 17/04/20
Complete data validation	5 days	Mon 20/04/20	Fri 24/04/20
Pull together ELI	5 days	Mon 27/04/20	Fri 01/05/20

Review initial data lists, run new report, circulation	5 days	Mon 27/04/20	Fri 01/05/20
HR help desk to process and collate case information	5 days	Mon 04/05/20	Fri 08/05/20
Review employee data received from Service Centre (e'ee data template, plus advisor plus cases, legal cases)	5 days	Mon 11/05/20	Fri 15/05/20
Review Choices data	5 days	Mon 18/05/20	Fri 22/05/20
Provide Choices data (if requested) - on Benefits tab in workbook	5 days	Mon 18/05/20	Fri 22/05/20
Share list of employee data from Service Centre with contract Account Manager	5 days	Mon 04/05/20	Fri 08/05/20
Account Manager to review employee list and confirm inscope list of employees and any others (temps, contractors, sub contractors)with HR lead	5 days	Mon 11/05/20	Fri 15/05/20
Send letter to Client/Transferee confirming the application of TUPE. Provide list of employees and others inscope	1 day	Mon 18/05/20	Mon 18/05/20
Send employee data to Transferee when requested (e'ee data template, plus advisor plus cases, legal cases)	1 day	Mon 18/05/20	Mon 18/05/20
Request Ealing Council measures letter	1 day	Mon 18/05/20	Mon 18/05/20
Finalise T & C information for Transferee (policies, procedures, pensions, collective bargaining/recognition details)	1 day	Mon 18/05/20	Mon 18/05/20
Contractor/Agency Temps			
Determine any contractors/temps in situ	5 days	Mon 21/10/19	Fri 25/10/19
Agree approach for contractors/temps & whether TUPE applies	5 days	Mon 28/10/19	Fri 01/11/19
Contact agencies and contractors and notify of TUPE situation	1 day	Mon 03/02/20	Mon 03/02/20
Write to all subcontractors,agencies (HSS, Hays etc) to notify them of change in contract	1 day	Mon 03/02/20	Mon 03/02/20
Final Inscope List			
Prepare a final list of employees inscope	1 day	Mon 22/06/20	Mon 22/06/20
Provide a list of all contractors/temps inscope to transfer to share with client	1 day	Mon 22/06/20	Mon 22/06/20
Subcontractors - ensure final list is submitted to Amey from Subcontractor	1 day	Mon 22/06/20	Mon 22/06/20
Representatives			
Gain an understanding of representatives/works councils - if any - in place and whether employee reps will remain in place for demobilisation	5 days	Mon 06/04/20	Fri 10/04/20
Confirm Trade Union contacts if applicable and who currently has relationships with them	5 days	Mon 13/04/20	Fri 17/04/20
Rep election process (if required)	10 days	Mon 20/04/20	Fri 01/05/20
Arrange training for employee reps re: consultation	5 days	Mon 06/04/20	Fri 10/04/20

IPA conduct rep training employee reps and union reps	5 days	Mon 11/05/20	Fri 15/05/20
Any collective bargaining agreements or arrangements in place	5 days	Mon 20/04/20	Fri 24/04/20
Consultation			
Agree cooperative approach to information and consultation obligations inc Joint Consultation meetings (?)	5 days	Mon 06/04/20	Fri 10/04/20
Brief employees of consultation process, key dates and reps	5 days	Mon 13/04/20	Fri 17/04/20
Agree Consultation Timetable (dates, times, locations etc)	5 days	Mon 20/04/20	Fri 24/04/20
Consultation Meetings (x3)	25 days	Mon 18/05/20	Fri 19/06/20
Consultation Meetings - minutes confirmed and distribution	25 days	Mon 18/05/20	Fri 19/06/20
Agree approach to addressing outstanding holiday entitlement	5 days	Mon 18/05/20	Fri 22/05/20
Notify Commercial of outstanding holiday entitlement and approach	5 days	Mon 18/05/20	Fri 22/05/20
Issue initial letter to affected employees confirming proposed transfer	5 days	Mon 18/05/20	Fri 22/05/20
Hold group presentation to all transferees	1 day	Mon 18/05/20	Mon 18/05/20
Pensions			
Obtain information about current pension provision / scheme rules / scheme members	10 days	Mon 13/04/20	Fri 24/04/20
Identify those covered by Fair Deal and agree approach	10 days	Mon 27/04/20	Fri 08/05/20
Confirm pension details and employee contribution rates to C-A	10 days	Mon 27/04/20	Fri 08/05/20
Update SAP and delimit pension scheme on SAP	25 days	Mon 01/06/20	Fri 03/07/20
Notify Pension Administrators that employees have left	1 day	Mon 06/07/20	Mon 06/07/20
Review internal process for dealing with Pension shortfall	10 days	Mon 27/04/20	Fri 08/05/20
Payroll			
Check MI data report is correct	10 days	Mon 25/05/20	Fri 05/06/20
Check for any overpayments	10 days	Mon 25/05/20	Fri 05/06/20
Review Choices tax issues for inscope population	10 days	Mon 25/05/20	Fri 05/06/20
Brief One HR Service Centre/Helpdesk	10 days	Mon 25/05/20	Fri 05/06/20
Identify One HR Service Centre Payroll contact for Project	10 days	Mon 25/05/20	Fri 05/06/20
Establish weekly and monthly payroll cut off dates for normal pay, overtime etc	10 days	Mon 25/05/20	Fri 05/06/20
Notify payroll of TUPE leavers	10 days	Mon 01/06/20	Fri 12/06/20
Arrange payroll calls if requested with payroll teams	10 days	Mon 01/06/20	Fri 12/06/20
Arrange for final payslip to be sent as a paper copy	10 days	Mon 01/06/20	Fri 12/06/20
Arrange for One HR SS payroll to liaise with payroll re P45's / any sick notes / MATB1s, absences etc	10 days	Mon 01/06/20	Fri 12/06/20

Payroll to close down individual records on SAP to ensure staff do not continue to be paid by Amey post transfer	1 day	Mon 06/07/20	Mon 06/07/20
Redundancy Process			
Agree last day 'Thank You' to employees	5 days	Mon 01/06/20	Fri 05/06/20
Provide leavers letter template One HR	5 days	Mon 01/06/20	Fri 05/06/20
Leavers letter posted	1 day	Thu 02/07/20	Thu 02/07/20
Produce and post 'did not transfer letters'	1 day	Thu 02/07/20	Thu 02/07/20
Provide list of leavers to One HR Service Centre to mark leavers on SAP	1 day	Tue 07/07/20	Tue 07/07/20
FLEET			
Fleet to provide a list of all vehicles attributed to contract (including status, liabilities etc.)	5 days	Mon 02/03/20	Fri 06/03/20
Contract to reconcile list with actual to remove any vehicles that should not be on the list	5 days	Mon 09/03/20	Fri 13/03/20
List of vehicles to be returned to Fleet to update	5 days	Mon 16/03/20	Fri 20/03/20
Fleet to issue correct list of vehicles and confirm all charges/liabilities applied to vehicles on correct list of vehicles	5 days	Mon 23/03/20	Fri 27/03/20
Vehicles off hire			
Review live hire list	5 days	Mon 06/04/20	Fri 10/04/20
Breakdown of company cars	5 days	Mon 06/04/20	Fri 10/04/20
Breakdown of outright purchase resale/disposal/rehome	5 days	Mon 06/04/20	Fri 10/04/20
Breakdown of contract hire lease in	5 days	Mon 06/04/20	Fri 10/04/20
Vehicle novation (if applicable)			
Agree which vehicles are to be novated to Ealing Council	5 days	Mon 02/03/20	Fri 06/03/20
Pass over relevant detail to Fleet to secure quotations from finance houses	10 days	Mon 09/03/20	Fri 20/03/20
Prepare novation paperwork	20 days	Mon 23/03/20	Fri 17/04/20
Sign novation paperwork	1 day	Mon 20/04/20	Mon 20/04/20
Inspection of spot hire vehicles			
Arrange inspections by suppliers	5 days	Mon 11/05/20	Fri 15/05/20
Inspection of spot hire vehicles	10 days	Mon 18/05/20	Fri 29/05/20
Agree damage, obtain PO	5 days	Mon 01/06/20	Fri 05/06/20
Invoice contract damage	5 days	Mon 08/06/20	Fri 12/06/20
Inspections for novation of vehicles			
Arrange inspections by suppliers	5 days	Mon 09/03/20	Fri 13/03/20

Inspection of spot hire vehicles	10 days	Mon 16/03/20	Fri 27/03/20
Agree damage, obtain PO	5 days	Mon 30/03/20	Fri 03/04/20
Invoice contract damage	5 days	Mon 06/04/20	Fri 10/04/20
Transfer of vehicles			
Remove operators disc	1 day	Sat 04/07/20	Sat 04/07/20
Remove operators licence	1 day	Sat 04/07/20	Sat 04/07/20
Remove any contents/load from the vehicle prior to transfer	1 day	Sat 04/07/20	Sat 04/07/20
Vehicle off hires			
Inform hire desk to off hire spot hire vehicles	1 day	Mon 22/06/20	Mon 22/06/20
Arrange collection of company cars	1 day	Mon 22/06/20	Mon 22/06/20
Arrange collections of any fleet to be re-allocated	1 day	Mon 22/06/20	Mon 22/06/20
Fuel cards			
All fuel cards listed and rationalised	5 days	Mon 15/06/20	Fri 19/06/20
Cancel fuel cards from (end date of contract) agreement from HR and contract	1 day	Fri 03/07/20	Fri 03/07/20
Fuel tank			
Manage down content of fuel tank to minimum contractual requirement	40 days	Mon 11/05/20	Fri 03/07/20
Cancel fuel supply agreement for Ealing contract	1 day	Fri 03/07/20	Fri 03/07/20
Compliance			
Operators Licence to be cancelled	1 day	Mon 06/07/20	Mon 06/07/20
V5 Completion	1 day	Mon 06/07/20	Mon 06/07/20
Road Fund Licence	1 day	Mon 06/07/20	Mon 06/07/20
Telematics plan for removing Masternaut Units			
Obtain live list	5 days	Mon 01/06/20	Fri 05/06/20
Arrange for removal of trackers from vehicles being transferred to client/disposed	5 days	Mon 08/06/20	Fri 12/06/20
Time/date when in-cab devices would be removed	30 days	Mon 15/06/20	Fri 24/07/20
Confirm units have been removed	1 day	Mon 15/06/20	Mon 15/06/20
Plan to remove incab devices / brackets			
Confirm list of vehicles with in-cab devices	5 days	Mon 01/06/20	Fri 05/06/20
Agree process for removal of in-cab devices from vehicles being transferred to client/disposed	5 days	Mon 08/06/20	Fri 12/06/20
Time/date when in-cab devices would be removed	30 days	Mon 15/06/20	Fri 24/07/20
Confirm removal of in-cab devices	1 day	Mon 15/06/20	Mon 15/06/20

Insurance			
Close down all zero rentals on system	1 day	Mon 06/07/20	Mon 06/07/20
Finance			
Check any open rentals being invoiced from Fleet & Plant	5 days	Mon 15/06/20	Fri 19/06/20
Off hire vehicles with supplier	10 days	Mon 22/06/20	Fri 03/07/20
Maintenance			
Cancel any external Repair & Maintenance contracts	1 day	Mon 06/07/20	Mon 06/07/20
Inform supplier to produce all final invoices	1 day	Mon 06/07/20	Mon 06/07/20
Tyres			
Inform maintenance hire desk, not to action tyre replacements etc.	1 day	Mon 06/07/20	Mon 06/07/20
PLANT & EQUIPMENT			
Plant items			
Obtain update from Chris Rowles ref all plant items (owned & spot hire)	5 days	Mon 25/05/20	Fri 29/05/20
Contract to provide a list of all plant and equipment attributed to contract (including status, liabilities etc.)	5 days	Mon 01/06/20	Fri 05/06/20
Fleet/HSS to confirm all charges/liabilities applied to plant and equipment on list	5 days	Mon 08/06/20	Fri 12/06/20
Plant & Equipment list			
Review live hire list	5 days	Mon 11/05/20	Fri 15/05/20
Identify those for purchase/resale/off-hire	5 days	Mon 18/05/20	Fri 22/05/20
Inspection of hired plant/equipment prior to off-hire			
Arrange inspections by suppliers	5 days	Mon 11/05/20	Fri 15/05/20
Inspection of hired plant/equipment prior to off-hire	10 days	Mon 18/05/20	Fri 29/05/20
Agree damage, obtain PO	5 days	Mon 01/06/20	Fri 05/06/20
Invoice contract damage	5 days	Mon 08/06/20	Fri 12/06/20
Advise receiving organisation of plant equipment and hire arrangements			
Provide list of current plant & equipment and hire arrangements to receiving organisation	5 days	Mon 01/06/20	Fri 05/06/20
Advise of process to re-hire equipment without loss of provision	5 days	Mon 01/06/20	Fri 05/06/20
Plant & Equipment off hire			
Agree which vehicles are to be off-hired	5 days	Mon 08/06/20	Fri 12/06/20
Cancel hire agreements with supplier	15 days	Mon 15/06/20	Fri 03/07/20
Arrange for plant & equipment that is to be off-hired to be removed from site	1 day	Mon 06/07/20	Mon 06/07/20

IT			
IT project lead to produce/refine IT demobilisation plan	5 days	Mon 03/02/20	Fri 07/02/20
IT project lead to complete internal Amey project approval documentation	5 days	Mon 10/02/20	Fri 14/02/20
IT project documentation approved	5 days	Mon 17/02/20	Fri 21/02/20
Provide demobilisation inventory template	5 days	Mon 24/02/20	Fri 28/02/20
Ealing Council to confirm system and data requirements post transfer	5 days	Mon 28/10/19	Fri 01/11/19
Agree IT asset list - laptops, desktops, screens, printer/photocopiers, mobile phones/chargers, radio, servers, OHPs, TV screens etc.	10 days	Mon 02/03/20	Fri 13/03/20
Agree list of contract specific licences (e.g. webaspx)	10 days	Mon 16/03/20	Fri 27/03/20
<u>Transfer of data</u>			
Ealing Council cut off date of request of ICT requirements	10 days	Mon 11/05/20	Fri 22/05/20
Client and Server data	1 day	Fri 03/07/20	Fri 03/07/20
Contract Specific System Data	1 day	Fri 03/07/20	Fri 03/07/20
Contract Specific Database	1 day	Fri 03/07/20	Fri 03/07/20
<u>Cease all connections (In Scope Sites)</u>			
ADSL - BB Novate for each site? - TBC	1 day	Sat 04/07/20	Sat 04/07/20
WAN line - TBC	1 day	Sat 04/07/20	Sat 04/07/20
PSTN - Novate? - TBC	1 day	Sat 04/07/20	Sat 04/07/20
Unplug all assets per site (In Scope Sites)	1 day	Sat 04/07/20	Sat 04/07/20
<u>Collect Asset and return to Amey</u>			
Greenford Depot	5 days	Mon 29/06/20	Fri 03/07/20
HWRCs	5 days	Mon 29/06/20	Fri 03/07/20
Collect Printers	5 days	Mon 29/06/20	Fri 03/07/20
Mobile Phones	5 days	Mon 29/06/20	Fri 03/07/20
Data transfer to External device	5 days	Mon 29/06/20	Fri 03/07/20
Disconnect all infrastructure from Comms Cabinets	5 days	Mon 29/06/20	Fri 03/07/20
Dismantle all infrastructure from Comms Cabinet	5 days	Mon 29/06/20	Fri 03/07/20
Disconnect & Move all Assets to < < location in Greenford Depot - to be agreed > >	5 days	Mon 29/06/20	Fri 03/07/20
<u>IT User Final TUPE List</u>			
Helpdesk Site Closure	1 day	Mon 06/07/20	Mon 06/07/20
RDC Asset Disposal Collection	1 day	Fri 10/07/20	Fri 10/07/20
PREMISES			

Provide list of locations covered by contract that will need leases / agreements terminating to Premises/Legal	5 days	Mon 24/02/20	Fri 28/02/20
Premises/Legal to secure copies of agreements covering contract premises that will need to be cancelled	5 days	Mon 02/03/20	Fri 06/03/20
Site survey(s) to be planned	20 days	Mon 09/03/20	Fri 03/04/20
Undertake joint inspections of all sites with landlord	10 days	Mon 06/04/20	Fri 17/04/20
Agree schedule of dilapidations work / implementation or payment options	10 days	Mon 20/04/20	Fri 01/05/20
Premises/Legal to draft agreement(s) cancelling property use agreements (if required)	5 days	Mon 04/05/20	Fri 08/05/20
Legal agreements cancelling property use agreements finalised (if required)	10 days	Mon 11/05/20	Fri 22/05/20
Legal agreements cancelling property use agreements signed (if required)	10 days	Mon 25/05/20	Fri 05/06/20
Document retention requirements	15 days	Mon 08/06/20	Fri 26/06/20
Archiving Categorisation	15 days	Mon 08/06/20	Fri 26/06/20
Take final meter readings at all locations - jointly by AMEY and Ealing Council	1 day	Sat 04/07/20	Sat 04/07/20
COMMUNICATIONS			
Prepare Q&A re: demobilisation process / timeline for staff	5 days	Mon 02/03/20	Fri 06/03/20
Issue Q&A re: demobilisation process / timeline for staff	1 day	Mon 09/03/20	Mon 09/03/20
Work with HR to prepare TUPE briefing(s) for key and senior managers	20 days	Tue 10/03/20	Mon 06/04/20
Prepare media releases to reflect end of contract	20 days	Tue 10/03/20	Mon 06/04/20
HSEQ			
Review all open incidents on Airsweb	20 days	Mon 01/06/20	Fri 26/06/20
Finalise / close all open incidents on Airsweb	5 days	Mon 29/06/20	Fri 03/07/20
Closure to Airsweb	1 day	Fri 03/07/20	Fri 03/07/20
Arrangements for transfer of any EA licences	25 days	Mon 01/06/20	Fri 03/07/20
DE-BRANDING THE DEPOT/VEHICLES/STAFF			
Agree list of all assets, buildings, individual PPE with Amey branding	5 days	Mon 11/05/20	Fri 15/05/20
Agree individual(s) to remove Amey branded noticeboards, notices, adverts from all sites	5 days	Mon 18/05/20	Fri 22/05/20
Agree process with Ealing Council to remove AMEY brand from all moving assets (i.e. depot signs, RCVs, vans, coaches, plant)	5 days	Mon 25/05/20	Fri 29/05/20
Agree individual(s) to remove AMEY brand from all moving assets (i.e. depot signs, RCVs, vans, coaches, plant)	5 days	Mon 01/06/20	Fri 05/06/20

Individual(s) to remove Amey branded noticeboards, notices, adverts from all sites	20 days	Mon 08/06/20	Fri 03/07/20
Remove AMEY brand from all moving assets (i.e. depot signs, RCVs, vans, coaches, plant)	20 days	Mon 08/06/20	Fri 03/07/20
Staff to return company ID card on last day of contract	2 days	Fri 03/07/20	Mon 06/07/20
Staff to return all Amey PPE on first working day of new contractual arrangement	3 days	Mon 06/07/20	Wed 08/07/20
Returned PPE to be to be put in < < location in Greenford Depot - to be agreed > >	5 days	Mon 06/07/20	Fri 10/07/20
Amey to collect PPE from depot	1 day	Fri 10/07/20	Fri 10/07/20