Paper 8 - HR for PHS Workplan v0.1
Reform Programme Board – 22nd January 2019

PHR - HR for PHS Project

Workplan
Version: 0.1 (DRAFT)
Date: 11/01/2019

HRSG = HR for PHS Steering Group
PB = PHR Programme Board

(Festive Period)

Today

= Complete
= On Track
= At risk of delayed
= Delayed

= Milestone
= Task Due date

	Task	Responsible	Start date	Due date	Complete?	WC 10/12	WC 17/12	WC 24/12	WC 31/12	WC 07/01	WC 14/01	WC 21/01	WC 28/01	WC 04/02	WC 11/02	WC 18/02	WC 25/02	WC 04/03	WC 11/03	WC 18/03	WC 25/03	WC 01/04	WC 08/04	WC 15/01	WC 22/04	WC 29/01	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Governance	**HR for PHS Steering Group**																																
	December 18 - HRSG			04/12/2018	Y																												
	January 19 - HRSG			15/01/2019																													
	February 19 - HRSG			12/02/2019																													
	March 19 - HRSG			12/03/2019																													
	April 19 - HRSG			*(TBC)*																													
	PHR Programme Board																																
	December 18 - PHR PB			17/11/2018	Y																												
	- Papers due			*10/12/2018*	Y																												
	January 19 - PHR PB			29/01/2019																													
	- Papers due			*09/01/2019*	Y																												
	February 19 - PHR PB			25/02/2019																													
	- Papers due			*(TBC)*																													
	March 19 - PHR PB			26/03/2019																													
	- Papers due			*(TBC)*																													
	April 19 - PHR PB			23/04/2019																													
	- Papers Due			*(TBC)*																													
Deliverables	**Deliverable 1**																																
	TorR Complete	KG		15/11/2018	Y																												
	Submitted to PB	KG		15/11/2018	Y																												
	Deliverable 2																																
	Initial timeline complete	KG		10/12/2018	Y																												
	Submitted to PB	KG		10/12/2018	Y																												
	Deliverable 3																																
	Product Description Approved	RS/KS		10/12/2018	Y																												
	Current State Complete	HRSG		30/11/2018																													
	Submitted to PB	KG/KS		09/01/2019																													
	Deliverables 4 & 5																																
	Product Description Approved	RS/KS		15/11/2018	Y																												
	Day 1 requirements developed	HRSG		30/11/2018																													
	Submitted to PB	KG/KS		09/01/2019																													
	Deliverable 6																																
	Product Description Approved	RS/KS																															
	Future Needs Developed	HRSG		31/12/2018																													
	Submitted to PB	KG/KS		09/01/2019																													
	Deliverable 7																																
	Product Description Approved	RS/KS																															
	Supplier requirements developed	HRSG		12/03/2019																													
	Submitted to PB	KG/KS		12/03/2019																													
	Deliverable 8																																
	Product Description Approved	RS/KS																															
	Implementation plan developed	HRSG		12/03/2019																													
	Submitted to PB	KG/KS		12/03/2019																													
	Deliverable 9																																
	Risk Log Developed	KG		Ongoing																													
	Submitted to PB	KG		12/03/2019																													
	Deliverable 10																																
	Progress & Highlight reports	KG/KS		Ongoing																													
	Submitted to PB	KG		12/03/2019																													
	Staff Transfer Arrangements																																
	Establish staff engagement approach and processes																																
	Identification of staff included in the staff transfer - establish and maintain associated, necessary, comprehensive Employee Liability Information (ELI) and Due Diligence Information.	NSS/HS		Ongoing	Y																												
	Establish and maintain Central Legal Office advice and support on the design and implementation of the staff transfer arrangements to ensure full legal compliance and contemporary good practice in due process.	KS/HRSG	01/11/2018	Ongoing	Y																												
	Establish a common understanding of extant HR Policy and Practice to establish commonality and areas of fundamental difference. Thereafter develop and implement a focused plan for harmonisation of HR Policy and Practice.	HRSG		31/01/2019																													
	Draft TUPE Transfer Plan	HRSG		31/03/2019																													
	Draft formal corporate and individual (written) communication necessary in meeting full legal compliance and effective staff engagement / Communication.	HRSG		31/03/2019																													
	TUPE Plan & Document - Approved CLO/ PHR PB	CLO/PHR PB		23/04/2019																													
	Commencement of formal TUPE consultation			01/05/2019																													
	12 week - Consultation period		01/05/2019	31/07/2019																													
	Formal TUPE consultation **COMPLETED**			01/08/2019																													