

**Council Actions and Decisions that may be required**

This list is not intended to be exhaustive at this stage, but merely aims to highlight some of the further work and activities that may be required.

**Decisions/Action Required**

1. Decisions on Services Agreement/ any associated procurement processes.
2. Further information on business model, funding approach and initial business plan.
3. Confirmation of overall ownership and governance design concept to deliver business plans.
4. Confirmation of preferred legal form options.
5. Confirmation of Governance Structure and individuals identified to be appointed to the Board and response to Governance Questionnaires.
6. Confirmation of Scheme of Delegation for decisions to be made by the Board.
7. Decisions on work to secure membership from wider support network/community.
8. Review of incorporation documents and constitutional documents for ADMs by Council's internal team.
9. Identify what staffing resource is needed by the new organisation.
10. Identify who will be seconded from the Council, on what basis (full time/part time) and for what period
11. Identify how those staff seconded will be line managed.
12. Identify what changes, if any, will be needed to the employment contracts of those staff seconded.
13. Identify what changes will be made to existing working arrangements of seconded staff.
14. Identify when secondments will need to start.
15. Identify how costs of seconded employees will be funded.
16. Consider whether staff may transfer under TUPE and how to address this.
17. If staff transfer, consult with trade unions and staff.
18. If staff transfer, consider need for pension admission agreement for new ADMs.

19. Identify the properties and valuations carried out and decisions on approach.
20. Confirmation of chosen legal form.
21. Confirmation of Lease terms on which the Council is prepared to let properties, including length of term, responsibility for repair, insurance and break/termination provisions –Heads of Terms provided, setting out the key provisions.
22. Mechanism and timings for the transfer of properties and assets in to the ADMs.
23. Title/due diligence.