

PB2019-17

Programme Board – Shetland Merger Project

Committee	Programme Board
Subject	Project Manager Update: Programme of Work
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation
Brief summary of the paper	Outline of project milestones and update on progress
Resource implications [if yes, please provide detail]	No Click here to enter text.
Risk implications [if yes, please provide detail]	Yes Main project deliverable (Vesting, 6 Jan 2020) is in six months
Date paper prepared	21-Jun-19
Date of committee meeting	26-Jun-19
Author	Ruth Campbell
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in	Yes

1. The attached schedule is an outline only, it sets out ambitious timescales for development and a heavy programme of work for the Shadow Board.
2. There are many variables and dependencies in all aspects of the project. The outline will be expected to change and will be revised and included in every Board agenda.

G= on track | A= some delays but solutions in hand | R= major disruption

>= work underway, too soon to ascribe status above.

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Area of work	Components	Outline timing	Critical issues	Status
Governance	Vision, aims and objectives Mem & Arts	Draft submitted June Shadow Board Seek final agreement July Shadow Board	Determination of preferred status June Shadow Board	G
	Company formation	Submit to OSCR and Companies House end of July	Selection of name June meeting Determine status of Shadow Board vs Board of formed company	G
	Charitable status	Submit to OSCR and Companies House end of July	OSCR may take several weeks to confirm.	>
	Financial memoranda and regulations	Position and recommendations submitted to August meeting		>
	Pensions and admission to pension trust	Position and process submitted to July meeting	Lead time could be lengthy BUT both staff groups in pensions with same provider already.	>
	Committees and standing orders	Confirm membership of standing committees by August (start of new company)		>
	Board Secretariat role	Paper and recommendation on arrangements July Shadow Board		>
	Draft policy framework in place as required by code of governance	Policies brought forward for approval July to October	Employee policies must be in place by the time Board becomes an employer	>
Recruitment Principal/CEO Designate	Recruitment and offer of appointment	Complete by w/b 8 th July subject to checks	Preferred candidate selected; candidate accepts	G
	Designated employer for start date and ready to contract.	Aim for new company to be vehicle <i>if necessary</i> .	Least worst option. Depends on new company formation by Sept/Oct	>
Engagement programme	Ensure appropriate input from all staff on forward plan and readiness to merge	Monthly input to Board by staff. Resolve issues with post-vesting implications as soon as possible.	Failure to enable collaboration and solutions pre-vesting will extend disruption and potentially delay college sustainability.	G
Ministerial Merger Business Case	Financial projections	Revised draft July Shadow Board		>
	Data to support growth / income generation plans	August Shadow Board	Depends on outcome of discussions with staff on projections re course uptake and growth plans for different sections of the colleges.	>

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	Staff structure	August or September Shadow Board		
	Draft MMBC	September Shadow Board		
	Local consultation	October; findings to October Shadow Board		
	Submission to SG	November		
Post vesting preparations	Assets and leases			
	Workforce transfer preparations			
	Critical functions prepared: finance, payroll, HR,			
	Partners, contractors, stakeholders, funders etc prepared for change			
	Assignment and designation as fundable body			