

## Appendix 1 - H DA Set-up to March 2016

Business Area	Task	RAG	Comment
<b>Governance</b>	Terms of Reference for the Member Reference Group		Agreed at May 2016 Officer Board
	Terms of Reference for the officer Management Board		Agreed at March 2016 Officer Board
	Process for covering 'exit' costs agreed		Agreed at March 2016 Officer Board
	Hold scoping meeting with Walker Morris regarding move to Company		Meeting held January 2016
<b>Markets and Services</b>	Establish relationship management database		Spreadsheet established as a trial but not yet rolled out to the team
	Complete HDA prospectus including personnel profiles		Needs to be converted into a branded format to market service
	Draft communications protocol mapping out respective responsibilities of HDA and local authority partners for engagement with Members		Not progressed to-date
	Develop scope of services		Version completed December 2015 but will need to be reviewed as schemes progress
<b>Operations and Systems</b>	Complete Partner Development Briefs committed pipeline projects		Partner Development Brief template produced and beginning to be used on most sites
	Evolve Partner Development Briefs to monitor scheme progress.		Not progressed to-date
	Conclude format for scheme list – separating committed; next priority; future prospects		Format included in draft Business Plan and being used in miscellaneous reports
	Develop 'probability assessment' to manage prioritisation.		Not progressed to-date
	Further understanding of way forward with Planning colleagues on rural exception sites		Fortnightly 'planning surgeries' established.
<b>Finance and Resources</b>	Confirm scheme list – committed and next priority		
	Confirm initial County schemes		
	Confirm City General Fund sites		General Fund Development Programme approved January 2016
	Clarify fees and costs to be accounted for in 2015.16		Completed and built into final accounts
	Confirm operational budget 2016.17		Completed and built into City Council budget
	Draft Business Plan 2016.17		Approved by Management Board and Member Reference Group May 2016
	Continue to work on engagement with University and Colleges – strategic and project levels.		Significant progress made. Key contacts established and engagement at early stages of schemes. This will be an ongoing task.
	Develop understanding of Joint Venture funding models		Significant progress made on 'Income Strip' versus PWLB borrowing and Investment Partner model.
<b>People</b>	Confirm staff list including miscellaneous staff employed by SCDC		
	Confirm project leads		
	Confirm need for initial new recruits		Detail set out in draft Business Plan
	Draft JD for Managing Director and Assistant MD		Completed
	Undertake a skills audit		Not progressed to-date

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Office and Business Support	Engage shared IT service once established in October	
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