Appendix 2

Key deliverables	Actions	Lead	Additional resources	w/c 22/10/18	w/c 29/10/18	w/c 05/11/18	w/c 12/11/18	w/c 19/11/18	w/c 26/11/18	w/c 03/12/18	w/c 10/12/18	w/c 17/12/18	w/c 24/12/18	w/c 31/12/18
Finalise plans and procure works	Finalise latest new plans, including new disabled toilet standards (hoist, table)	EE/Ad'U	Corporate property and projects, One You partners											
	Identify budget for the new disabled toilet standards - speak to Lorna re outcome of town centre board, Michael re s106	Ad'U	Town centre board											
	Agree full and final works list	EE/Ad'U	Corporate property and projects											
	Procure supplier to deliver the works	EE	Corporate property and projects, procurement											
	Finalise start date - must tie up with new lease signing	EE/Ad'U	Corporate property and projects											
	Works started and completed	EE	Corporate property and projects											
	Agree full and final works list for probation, as well as possible dates	EE/Ad'U	Corporate property and projects											
	Secure donations from companies - kitchen, plates , plans, cutlery etc.	EE												
	Secure gym equipment from Christina	Ad'U												
Sign lease	Finalise lease and terms	Ad'U	Corporate property and projects											
	Agree dates, including transitional period	Ad'U	Corporate property and projects											
	Sign document	Ad'U	Corporate property and projects											
Planning applications and permits	Work with planning to apply for new licence as required	EE	Planning											
	Work with licensing to secure music permits if required	EE	EP and licensing											
Agree budget	Meet with Maria H to discuss budget contributions	Ad'U	Finance											
	Budgets transferred and allocated to new public health budget (removed from food safety)	Ad'U	Finance											
Agree new MOU / SLA	Meet with Rebecca W to agree referral pathways	Ad'U	Housing											
	Identify, design and agree new service areas e.g. the exercise facility, the kitchen facility	Ad'U	KCHFT / public health											
	Identify, design and agree new referral pathways e.g. tenants	Ad'U	KCHFT / public health											
	Agree target numbers for ket outputs and outcomes	Ad'U	KCHFT / public health											
	Develop and agree an income generation strategy, including rates for existing partners and new partners	Ad'U	KCHFT / public health											
	Sign new MOU /SLA	Ad'U	KCHFT / public health											
Transitional arrangements	Prepare for move	All	KCHFT											
	Prepare press releases	Ad'U	Comms, KCHFT, public health											
	Prepare web information	Ad'U	Comms, KCHFT, public health											
	Work with partnership to agree promotional material	Ad'U	Comms, KCHFT, public health											