

Grounds Maintenance Mobilisation Action Plan - October – December 2011

Action Number	Mobilisation Action	Lead Officer	Target Date	Completion Date	Completed Y/N
1	<p>Continental Landscapes Ltd Mobilisation Plan</p> <ul style="list-style-type: none"> • Up to date mobilisation plan <p>Provide Continental 60 page mobilisation ref doc to GJ – document provided to A Mason</p> <ul style="list-style-type: none"> • Procure depots and operational bases (Calverley Lane, Coal Road New Craven Gate.) • All depots operational by 19/12/11 • Confirm Management Team – Operational Manager, 3X Contract Managers, Performance manager, Office Manager, ICT , Workshop Manager – require management structure • TUPE update <ul style="list-style-type: none"> (i) Initial Meetings with Glendale staff (ii) 1:1 Meetings with Glendale staff – confirmation from Continental that meetings have taken place and gone well. No issues to raise concern • Recruitment process to fill vacancies not covered by TUPE • Confirm machinery, plant and vehicles to be used on contract – types and numbers <ul style="list-style-type: none"> (i) vehicles (ii) Plant (iii) Equipment <p>NB to provide copy of updated plant and machinery list to GJ. Compare with Tender submission and carry out technical evaluation. Updated list provided 15/11/11 – to be evaluated by SF/NC – updated list provided</p>	SS/GJ	<p>Weekly – Friday am</p> <p>21/11/11</p> <p>30/11/11</p> <p>19/12/11</p> <p>02/12/11</p> <p>22/10/11</p> <p>17/11/11</p> <p>12/12/11</p> <p>15/11/11</p>	<p>21/11/11</p> <p>30/11/11</p> <p>22/10/11</p> <p>17/11/11</p> <p>15/11/11</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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	<p>15/11/11. SF/NC evaluated. OK for 13 cuts</p> <ul style="list-style-type: none"> • Vehicle livery to be agreed with Clients • Vehicle livery to be confirmed with Continental • Details of employment and training strategy • Creation of cutting routes – verbally confirmed 15/11/11 detailed routes to be provided 8/12/11 (asset cutting list provided) • Work programme for January – March 2012 to be passed to CLL • Contractor efficiency plan • Added Value • Up dated staff list to compare what Continental will operate with against submission • Training <ul style="list-style-type: none"> ○ Training of Database (front end) users – Monitoring officers / Supervisors etc 		<p>22/11/11</p> <p>28/11/11</p> <p>16/12/11</p> <p>15/11/11</p> <p>8/12/11</p> <p>05/12/11</p> <p>ongoing</p> <p>ongoing</p> <p>16/12/11</p> <p>31/12/11</p>	<p>15/11/11</p>	<p>Y</p>
<p>2a</p>	<p>Glendale de-mobilisation plan</p> <ul style="list-style-type: none"> • Agree final de-mobilisation plan • Receive and agree updated work programme to be closely monitored • Update work programme on weekly basis • Keys – handover to GM team initially. • Confirm Intellectual property rights position – letter to confirm that Glendale areas / zoning info will not be passed onto incoming Contractor. • Calculate outstanding winter 2011/12 shrub works that will be handed over to Continental from 1st Jan 2012 – to be supplied on 5th December 2011. • Arrange final invoice meeting for Glendale • Agree contact point for outstanding issues and future claims 		<p>7/11/11</p> <p>4/11/11</p> <p>Ongoing</p> <p>16/12/11</p> <p>02/12/11</p>	<p>7/11/11</p> <p>4/11/11</p>	<p>Y</p> <p>Y</p>

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2b	<p>ATM de-mobilisation plan</p> <ul style="list-style-type: none"> • Intellectual property rights not as complex as Glendale, however a letter to be drafted to close out • Agree handover of keys • Final invoice meeting required • Agree contact point for outstanding issues and future claims 		16/12/11		
3a	<p>ICT Matters</p> <ul style="list-style-type: none"> • Review procedures, processes and process maps <ul style="list-style-type: none"> ○ Script the variation procedure ○ Implementation of changes to Legislation including data protection • Prepare disc of spatial mapping data for Continental • Key Mapping related projects include: <ul style="list-style-type: none"> ○ Finalise & transfer data from GGP to ArcMap ○ Building of pivot tables in ArcMap to allow closing down of GGP (continued licence costs) ○ Build robust financial balance sheets to work with ArcMap, (instead of GGP) ○ Incorporate PFI mapping changes – contact Iain Kyles ○ Quality check of mapping data accuracy (time consuming manual operation), requiring completion before creating mobilisation disc for Continental Landscapes. Database reset - A clean database is required for Continental. Old (current) data needs archiving, (Glendale/ ATM details). ○ Liaison with Continental to ensure ATAK system can interface ○ Initial meeting on 20th October ○ Next meeting on 22nd November ○ Liaison with Continental to ensure viability & accuracy of web based services. ○ Penetration testing of any web browsers, managing users and secure access. Giles to chase Peter Harding to get help from web security team 	Jonathan LeMoine	<p>30/11/11 28/11/11</p> <p>14/11/11</p> <p>14/11/11 w/c 5/12/11</p> <p>w/c 5/12/11 ongoing</p> <p>w/c 12/12/11</p> <p>1/12/11 20/10/11 22/11/11 w/c 8/12/11</p> <p>31/12/11</p>	<p>29/11/11</p> <p>14/11/11</p> <p>29/11/11</p> <p>20/11/11 22/11/11</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

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	<ul style="list-style-type: none"> ○ Conduct testing of ICT systems to ensure efficient and accurate service delivery ○ Pete Lock & Jon Le Moine to carry out testing – discussion on 22 Nov. 		31/12/11		
			22/11/11	22/11/11	Y
3b	Payment/Invoice Process <ul style="list-style-type: none"> ● Make contact with CLL to progress payment process work ● Invoice meeting schedule – agree with Continental 	Tony Penniston	w/c 8/12/11		
3c	Contract Monitoring <ul style="list-style-type: none"> ● Agree monitoring mechanism with Clients ● Agree monitoring procedure with Continental – meeting w/c 8/12/11 ● Process map the monitoring procedure <ul style="list-style-type: none"> ○ Daily reporting procedure to be created in line with New Contract Specification & PRIM ○ Ensure receipt and distribution of daily update from contractor ○ Manage flow of monitoring data to the database ○ Ensure accurate monitoring update is sent to Contractor ○ Development of GM Portable Device Applications enabling remote access to Maps and Data ● Confirm with Continental the application of the PRIM mechanism ● Agree monitoring mechanism for Town and Parish Councils ● Produce handbook/Guidance Manual to include monitoring 	Giles Jeffs	02/12/11 29/11/11 09/12/11 30/11/11 6/12/11 31/1/12	02/12/11	Y
6	Contract Management Process <ul style="list-style-type: none"> ● Monthly invoice ops meetings ● Quarterly meeting ● Annual service improvement plan. ● Internal Governance meetings – Project Team & Board, DMT Cog, Area Comm's 	Anne-Marie Broadhead/ Giles Jeffs	w/c 5/12/11		

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7	<p>Town and Parish Council Engagement</p> <ul style="list-style-type: none"> • Arrange briefing session for Local Councils to be involved in the contract monitoring • Prepare briefing note for all Local councils 	Giles Jeffs / AMB	12/12/11 30/11/11		
8	<p>Area Committees</p> <ul style="list-style-type: none"> • Prepare report detailing contract mobilisation and start 	Andrew Mason	24/11/11		
9	<p>Engagement with tenants and customer representatives</p> <ul style="list-style-type: none"> • Develop and agree customer/tenant engagement process 	Richard Britten	31/12/11		
10	<p>Communications</p> <ul style="list-style-type: none"> • Sign –off of communication plan by programme board • Issue of internal/external bulletins • Develop communication strategy - communicate with LCC / ALMO staff and all stakeholders and members of the public. 	Nick Lawrence	24/10/11 w/c 21/11/11 31/12/11	24/10/11 24/11/11	Y Y
11	<p>Contact Centre</p> <ul style="list-style-type: none"> ○ Richard Hobson to review and amend contact centre knowledge base scripts and align to new contract specification ○ Agree changes with Contact centre 	Giles Jeffs	18/11/11 21/11/11	18/11/11 21/11/11	Y Y
12	Close-Out Of Scrutiny Board Report	Steve Smith	23/11/11	25/11/11	Y
13	<p>Grounds maintenance contract administration and monitoring structure</p> <ul style="list-style-type: none"> • Approval and sign off by programme board 24/10/11 • Prepare JDs and have JE'd • Recruitment of staff 	Giles Jeffs	24/10/11 04/11/11 23/12/11	24/10/11	Y

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13	Risk registers <ul style="list-style-type: none"> • Produce a contract mobilisation risk register • Produce a contract start up risk register 	Phil Rigby	8/11/11 23/12/11	ongoing	Y
14	Health and Safety <ul style="list-style-type: none"> • Develop a H and S monitoring programme 	Steve Smith	19/12/11		
15	Mobilisation <ul style="list-style-type: none"> • Establish mobilisation team • Prepare schedule of weekly mobilisation team meetings(former Project Team). Now scheduled for every Tuesday afternoon • Produce contract mobilisation risk register 	Steve Smith	26/10/11 8/11/11	26/10/11 8/11/11	Y Y
		Phil Rigby	15/11/11	ongoing	Y