Issue For Consideration														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Legal:														
Produce letter to send to leisure Connections head office														
regarding decorative condition survey														
Renegotiate terms/conditions of 3rd party tenant leases														
Action transfer of bar license										Е				
Investigate and transfer if possible PPL license										Е				
Property:														
Undertake dec.condition/m&e survies of all facilities														Е
Undertake fixed assest/fittings/plant inventory														Е
Present dec. conditon/m&e report to Lei. Con.														
Undertake fixed assest/fittings/plant inventory														
Obtain/investigate all mechanical/electrical logs														
Obtain/invest. copies of 3rd party service logs/records														
Audit need to recruit additional techincal operational staff														
Develop an electronic plant maintence system														
Transfer all data from current maintenance system onto new														
Accountancy:														
Source quote existing cash in transit company more freq.														
Resolve all insurance cover for portfolio for facilities, fittings,														
furniture and chattels etc.														
Investigate mechanisum of how to collect DD post Apr.														
Preparation of budgets														
Creation of accounting processes; codes, forms etc														
Develop purchase procedures; orders/aptos/pom etc.														
Develop banking procedure														

Continued:-

Issue For Consideration														
	•	1 2	2 3	4	5	6	7	8	9	10	11	12	13	14
Audit:														
Petty cash and floats arrangements														
Authorisation arrangements														
If necssary precure additional cash registers														
Investigate invoicing arrangements														

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Audit of controlled stationary requirements							
Order required controlled stationary							
Global reconciliation and financial control arrangements							
Operational reconciliation and financial control							
arrangements							
Procurement systems							
HR:							
1. Who							
Obtain names/addresses/details for input to CBC system							
Obtain details of current roles/structure							
Identify any 'problems' re:whether transfer or not							
2. Personnel & Payroll							
Set up and implement process for data entry							
Obtain data required to set uo records							
Establish how pay caluated in Lei. Con							
Establish process to ensure first payment from CBC matches							
3. Terms & Conditions							
Establish current t&c of all transferees							
Obtain copy contracts for each individual transferee							
Confirm CBC are to move transferees into pension							
Identify harmonisation issues with group/CBC staff							
4. Organisation							
Identify any changes in working practices & consult							
Identify role/duty overlaps and resolve							
Identify any organisational changes							
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Continued:-

Issue For Consideration														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
HR: (continued)														
5. Special Cases														
Identify individual disciplinary/grievance procedures														
Identify people who are/will be on maternity leave														
Identify people any major employee liabilities														
Indentify o/s injuries/h&s issues														
Identify individuals who are absent long term sick														
6. Consultation														
Ensure Lei. Con. are continuing formal process														
Continue consultation with existing CBC staff														
ICT:														

Source and purchase required ICT equipment							
Investigate and source suppliers of electrical installations							
to enable ICT equipment to be operational from April							
Develop 2000/xp application							
Operation:							
Audit and commission company for new leaflets				Е			
Audit vending machine - staying or going				Е			
Audit ICT equipment throughout sites				Е			
Audit which staff need what ICT requirements							Е
Source new vending/café/bar suppliers (if necessary)							
Audit signage requirements of site							Е
Order required additional signage							
Clarify 3rd party advertising arrangements							Е
Renegoiate/terminate 3rd party advertising arrangements							
Audit pump equipment-whats going or staying							Е
Produce new BB/contracts/parties/courses/classes etc. forms							