

## Appendix B – Active Kent & Medway Transition Programme Timeline and Delegation Schedule

*Appendix to: Active Kent & Medway – Cessation of Hosting Arrangements with Kent County Council and Delegation of Authority to Implement Transition Arrangements*

### A1. Transition Timeline

| Period                | Key Activity                                                                                                 | Lead Responsibility                     | Key Outputs                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------|
| July 2026             | Active Kent & Medway Board consideration and decision regarding establishment as an independent legal entity | AKM Board                               | Formal Board resolution and preferred model confirmed (CLG with charitable status)                 |
| July – September 2026 | KCC governance and decision-making process                                                                   | Cabinet Member / GEDCCC / Officers      | Decision to support cessation of hosting arrangements and delegate implementation authority        |
| Autumn 2026           | Establishment of new legal entity                                                                            | AKM Transition Team with legal advisers | Incorporation, constitutional documents and governance framework established                       |
| Autumn 2026           | Development of future operating model and support arrangements                                               | AKM and KCC Officers                    | Finance, HR, ICT, governance and business support arrangements agreed                              |
| Autumn/Winter 2026    | Detailed transition planning                                                                                 | AKM and KCC Officers                    | Transition plan covering staff, contracts, grants, assets, liabilities, systems and data completed |
| Winter 2026/27        | Legal documentation and implementation agreements                                                            | Legal Services / External Advisers      | Transfer, novation, service and transition agreements prepared.                                    |
| Winter 2026/27        | Workforce consultation and                                                                                   | HR and Programme Team                   | Employment arrangements                                                                            |

|                         |                                                                        |                        |                                                                              |
|-------------------------|------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------|
|                         | employment implementation activity (if required)                       |                        | agreed and in place in accordance with legal requirements                    |
| January – February 2027 | Transition readiness review                                            | Corporate Director GET | Assurance that governance, finance and operational arrangements are in place |
| March 2027              | Conclusion of hosting agreement and implementation of new arrangements | Corporate Director GET | Hosting arrangement ends and new entity becomes operational                  |
| Post March 2027         | Closure and lessons learned review                                     | KCC and AKM            | Completion report and programme closure                                      |

## **A2. Delegation Schedule**

Subject to Cabinet Member approval, authority would be delegated to the Corporate Director of Growth, Environment and Transport, in consultation with relevant officers.

### **Reporting and Assurance**

Maintain appropriate programme governance throughout the transition period.

Consult the Cabinet Member on key decisions and emerging issues.

Ensure legal, HR, finance and governance advice informs decision-making.

Escalate matters requiring further Member approval in accordance with the Council Constitution.

Provide progress updates through established governance routes where appropriate.

### **A3 Key Success Measures**

Seamless cessation of existing hosting arrangements by March 2027.

Continuity of Active Kent & Medway strategic leadership role across Kent and Medway.

No interruption to externally funded programme delivery.

Compliance with legal, financial, employment and governance requirements.

Protection of KCC interests and reputation throughout the transition.

Successful establishment of Active Kent & Medway as an independent legal entity capable of acting as accountable body for future investment.