

Support Unit workstream progress report as at 27/08/2019

Purpose of document

- To provide a periodic update of the activities undertaken by the ACCESS Support Unit and particularly in respect of the provision of specialist expertise by the appointed Technical Leads.

Identified workstreams for ASU through Technical Lead provision¹

Projects

Ref	Workstream	Timeframe	Status	KMcD	SA	AB	AM	ST	RW	MKP	DEB
ASU01	Illiquid (consultancy advice) ^{2,3}	to 01/2020	Ongoing			✓			✓		
ASU02	Onboarding	to 12/2020	Ongoing	✓		✓			✓		
ASU09	Procurements (legacy contracts) ²	to 03/2020	Ongoing		✓					✓	
ASU10	Procurement (global custodian) ²	09-12/2019	Scheduled			✓	✓	✓		✓	✓
ASU11	Recruitment	01-07/2019	Completed		✓					✓	
ASU14	Dialogue with MHCLG	to 12/2020	Ongoing	✓		✓					
ASU15	ACCESS guidelines	to 01/2020	Ongoing	✓			✓	✓			
ASU19	Eradication of operational inefficiencies	to 12/2019	Ongoing	✓	✓					✓	✓

Operations (BAU)

Ref	Workstream	Commenced	Status	KMcD	SA	AB	AM	ST	RW	MKP	DEB
ASU03	BAU monitoring / Whole Pool reporting	01/2019	Ongoing					✓			✓
ASU04	VfM reporting	01/2019	Ongoing						✓		
ASU05	Host authority interface	01/2019	Ongoing		✓						
ASU06	Recharging	01/2019	Ongoing		✓					✓	
ASU07	Business planning	01/2019	Ongoing	✓	✓		✓				
ASU08	Budget setting and monitoring	01/2019	Ongoing	✓	✓		✓				
ASU12	Training (including Governance)	01/2019	Ongoing				✓	✓			
ASU13	Media and Communications	01/2019	Ongoing	✓				✓			✓
ASU16	Link insurance monitoring	02/2019	Ongoing			✓				✓	
ASU17	Investor days	05/2019	Ongoing			✓				✓	✓
ASU18	Contract & ACS Operations Manual ⁴	07/2019	Ongoing	✓						✓	✓
ASU20	Risk assessment	08/2019	Ongoing	✓						✓	

Notes

¹ The resources shown against each workstream indicate leading (responsibility) roles; it is the intention that other Technical Leads and/or OWG members will need to participate from time-to-time.

² Essex (as host authority) Procurement team will oversee.

³ Creation of vehicle will follow.

⁴ First draft due 10/2019.

<i>Ref</i>	<i>Workstream</i>	<i>Commentary</i>
ASU00	ASU planning	<ul style="list-style-type: none"> • Teleconference held 27/08 to review current workload progress, agree additional workstreams and assign responsibilities.
ASU01	Illiquid (consultancy advice)	<ul style="list-style-type: none"> • Specification for consultancy support in draft to be discussed and finalised with Essex Procurement. • Tender closes 30/08 with evaluation taking place during 09/2019 and award by early-10/2019.
ASU02	Onboarding	<ul style="list-style-type: none"> • Global value investment manager selection day took place on 05/07/2019 (item 12 on this agenda). • Tranche 3a sub-fund (J O Hambro) scheduled for launch 25/09/2019. • Subsequent sub-fund launches planned for 12/2019 - 06/2020.
ASU03	BAU monitoring / Whole Pool reporting	<ul style="list-style-type: none"> • ACCESS Annual Report delivered.
ASU04	VfM reporting	<ul style="list-style-type: none"> • Analysis provided to Essex for total anticipated savings from ACS.
ASU05	Host authority interface	<ul style="list-style-type: none"> • ASU year end general ledger closure task completed.
ASU06	Recharging	<ul style="list-style-type: none"> • Set up completed and general ledger codes created for eleven authorities on Essex financial systems.
ASU07	Business planning	<ul style="list-style-type: none"> • Business plan update included elsewhere in this report.
ASU08	Budget setting and monitoring	<ul style="list-style-type: none"> • Budget update included elsewhere in this report.
ASU09	Procurements (legacy contracts)	<ul style="list-style-type: none"> • The transfer of protected domain names from Norfolk to Essex has been completed. • Illiquids consultancy underway (see ASU01 above). • Further review of remaining ancillary contracts and additional requirements will take place in Q3 and Q4-2019.
ASU10	Procurement (global custodian)	<ul style="list-style-type: none"> • Arrangements in place to determine and agree business requirements and create specification ready to go to market. • Essex Procurement Services engaged to run competitive process commencing Q4-2019.
ASU11	Recruitment ¹	<ul style="list-style-type: none"> • Kevin McDonald appointed as Interim Director and took up appointment on 01/08/2019.
ASU12	Training (including Governance)	<ul style="list-style-type: none"> • No activity since the last Joint Committee.
ASU13	Media and Communications	<ul style="list-style-type: none"> • MHCLG meeting with Teresa Clay (item 11 refers) took place on 04/07/2019. • Media release on appointment of ASU Interim Director published on 16/08/2019.
ASU14	Dialogue with MHCLG	<ul style="list-style-type: none"> • Formal consultation awaited (item 11 refers).
ASU15	ACCESS guidelines	<ul style="list-style-type: none"> • Further consideration planned Q4-2019. upon the Operator.
ASU16	Link insurance monitoring	<ul style="list-style-type: none"> • Link have acknowledged that they are aware of their contractual obligations on a forward-looking basis of escalating AUM and are currently examining market quotations for the period until 30/06/2020 (item 13 refers).
ASU17	Investor days	<ul style="list-style-type: none"> • Details covered under item 12.

This review date	Author	Next review date
07/2019	Mark Paget	10/2019

ASU18	Contract & ACS Operations Manual	<ul style="list-style-type: none"> Agreed that a combined Contracts and ACS Operations Manual will be produced to avoid unnecessary duplication. This has commenced with an estimated completion of draft stage by 31/10/2019.
ASU19	Eradication of operational inefficiencies	<ul style="list-style-type: none"> Investigation commenced to refine ASU operation and methods in order to provide top quality delivery to stakeholders at all levels. Initiatives under consideration include, but are not limited to, the introduction of service levels for the provision of requisite meeting materials, identification of self-serve models, improved means of communication, pragmatic use of technology and the removal of waste such as hardcopy provisions.
ASU20	Risk assessment	<ul style="list-style-type: none"> Handover from Hymans Robertson underway.
<p>Notes</p> <p>¹ Workstream completed.</p>		

This review date	Author	Next review date
07/2019	Mark Paget	10/2019