

Russell-Cotes Art Gallery and Museum Externalisation NLHF Project Milestones																											
Activity	Start date	Durati	End date	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	
Approval of Externalisation by BCP Cabinet	01/12/2022	1	31/12/2022																								
Establish a sub group of the Russell-Cotes Art Gallery and Museum Management Committee to develop risk assessment and monitor risk	01/12/2022	2	31/01/2023																								
Approval of Externalisation by BCP Council	01/12/2022	1	31/12/2023																								
Council Finance Team review Business Plan for externalisation in detail	01/01/2023	3	31/03/2023																								
NHLF funding secured	01/02/2023	1	29/02/23																								
Recruit a Project Manager	01/05/2023	2	30/06/2023																								
Commission an evaluator	01/05/2023	2	30/06/2023																								
Consultation with the people of BCP, regular visitors, Friends, Annual Ticket Holders, volunteers and staff	01/07/2023	3	30/09/2023																								
Update major Stakeholders eg Arts Council, AUB, BU, cultural sector colleagues etc about progress of governance change	01/07/2023	2	30/08/2023																								
Procure Legal advice on governance changes - choose which vehicle for new sole trustee - CLG or CIO; any other changes needed to modernise the charity	01/05/2023	2	30/06/2023																								
BCP internal committees	01/01/2024	1	31/01/2024																								
financial settlement to Cabinet	01/02/2024	1	28/02/2024																								
Apply to Charity Commission for a change of governance under Section 73 of the Charities Act	01/12/2013	1	31/12/2023																								
Establish new Corporate Trustee CLG	01/12/2023	2	31/01/2024																								
Recruit the board of directors for the new Corporate Trustee	01/02/2024	3	30/04/2024																								
Drafting Phase of the new Governance arrangements	01/02/2024	3	30/04/2024																								
Board development - diversity and inclusion training, development of vision and values	01/05/2024	3	31/07/2024																								
New Trustee agrees Business Plan Version 1; key principles for Legal agreements identified; Building liabilities and agreements identified in principle	01/06/2024	3	31/08/2024																								
Agreement in principle of draft funding and transfer arrangement	01/09/2024	1	31/09/2024																								
Publicity phase of new Governance arrangements	01/04/2024	2	31/05/2024																								
Due diligence on business plan; formal consultation with staff and unions; identify pension providers and arrangements; prepare legal drafts for agreements on transfer of assets; finalise building maintenance; plan finance systems and IT systems and data transfer	01/06/2024	5	31/10/2024																								
Stakeholder comms, marketing plan, community consultation	01/05/2024	6	30/10/2024																								
Charity Commission: Internal approval of Governance Change	01/05/2024	3	31/07/2024																								
Ministerial approval of governance change and settlement	01/10/2024	3	31/12/2024																								
Decision to proceed by BCP Council and new Trustee	01/02/2025	2	31/03/2025																								
Finalisation of all agreements, TUPE staff, pensions set up contracts, establish bank accounts, ICT branding, new marketing plan	01/04/2025	3	31/07/2025																								
Parliamentary Phase - Order of State laid before Parliament of 21 days	01/05/2025	3	31/07/2025																								
Vesting Day	01/09/2025	1	01/10/2025																								