

**Merger Implementation Plan**  
**Timeline**

<b>Date</b>	<b>Task</b>	<b>Update</b>
4/3/20	Merger Application submission for comments	COMPLETE
16/3/20	Final merger application submitted in readiness for PCCC	COMPLETE
26/3/20	PCCC to determine if merger will be approved	
<i>The following timeline is subject to merger approval</i>		
April 2020	Hanway rotas altered to allow for increased activity with the closure of Stubbington Avenue	
April 2020	Prepare for cancellation of Hanway equipment leases (photocopiers etc) by 31 <sup>st</sup> October 2020	
April 2020	Property lease documents for Hanway Road site to be completed and signed off by 1 <sup>st</sup> May 2020	
April 2020	Update Practice websites/Intranet	
April 2020	Update IG toolkit	
April 2020	Advise NHS Choices of change of location	
April 2020	Advise CQC of change to location	
April 2020	Seek quotes for reconfiguration of Kingston Crescent Surgery	
April 2020	Agree funding stream for KCS reconfiguration with CCG	
April 2020	'Corporate matters' (stationery, websites, ink stamps, email footers, staff uniforms, name badges, practice signage)	
1 <sup>st</sup> May 2020	Stubbington Avenue patients will transfer to Hanway Road and/or Kingston Crescent	
1 <sup>st</sup> May 2020	New property lease for short term occupation of Hanway Road site	
May 2020	Commencement of 3 shift system trial at KCS	
May 2020	Phased approach plan of closure of site by 31.10.20	
May 2020	Appoint contractor for reconfiguration of Kingston Crescent Surgery	
June 2020	Work to commence on reconfiguration of Kingston Crescent Surgery (12 weeks)	
End of September 2020	Reconfiguration of KCS completed	
October 2020	Hanway Road site closes, patients transferred to KCS.	