

## **ISP PROTOCOL REVIEW – SERVICE DIRECTORS STRUCTURE – DRAFT TIMELINE**

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|-------------------------|---|
| 17/1/06                 | Programme Board – <ul style="list-style-type: none"> <li>• Agree overall timetable for ISP Protocol including co-ordination of other Departments Protocols to critical dates (see Appendix B)</li> <li>• Agree job description proposals and responses from Corporate Directors by 20/1/06 on specific requirements to Gill Stacey</li> </ul>   |
| 20/1/06<br>9.00am       | Member Reference Group<br>RG to update on Protocol timeline and Protocol for organisation and staffing change and slotting practices  |
| 23/1/06                 | HR to consider Corporate Directors proposals and identify any issues where not consistent   |
| 24/1/06                 | CDB discuss any issues arising regarding consistency of job descriptions and agree final versions for consultation with Service Directors and Members   |
| 27/1/06<br>12.30-1.30pm | 1 <sup>st</sup> Protocol Mtg RLG – Agenda <ol style="list-style-type: none"> <li>1. Terms of Reference</li> <li>2. Business Case</li> <li>3. Draft proposals for SD portfolios for             <ol style="list-style-type: none"> <li>a) Children &amp; Young People’s Department</li> <li>b) Adult &amp; Community Services Department</li> </ol> </li> <li>4. Feedback requested at second Protocol meeting 9/2/06</li> <li>5. Copy all above to Service Directors not attending requesting comments to be fed in to RLG representatives</li> </ol> |
| 30/1/06                 | <ol style="list-style-type: none"> <li>1. Completion of Consultation on ISP Structure proposals sent out w/c 5/12/05</li> <li>2. 1<sup>st</sup> Cabinet Report to update and provide timeline</li> </ol>  |
| 31/1/06                 | CDB consider consultation feedback<br>- outcome to confirm/change proposals to RLG group in writing   |
| 9/2/06<br>3.00pm        | 2 <sup>nd</sup> Protocol meeting RLG <ul style="list-style-type: none"> <li>• Take feedback from RLG on first meeting papers</li> <li>• Table slotting proposals</li> <li>• If relevant voluntary options to be offered</li> <li>• In addition to all RLG members, send slotting/voluntary options to all relevant SDs (copy &amp; individual offer)</li> <li>• Declare priority status for relevant SD’s</li> </ul>  |
| 16/2/06                 | Close of comments from RLG to proposals tabled on 9/2/06  |
| 20/2/06                 | 2 <sup>nd</sup> Cabinet Report<br>Report to include: <ul style="list-style-type: none"> <li>• General position across the Council on 2<sup>nd</sup> tier posts</li> </ul>   |

- Protocol report requirements:
  - a) Original proposals for change
  - b) Any amendments to proposed changes with reasons and the implications
  - c) Implementation plan and timetable

21/2/06

- a) CDB consideration of responses including voluntary options
- b) Final slotting list to RLG & relevant SD's, incorporating right of appeal and assumptions re. voluntary options decisions by Members

27/2/06

Employee Committee to consider voluntary options (constitutional requirement)

3/3/06

Appeals deadline

w/c 6/3/06

Employee Committee to hear appeals

10/3/06

Final Service Director position in writing to RLG and all relevant SD's

13/3/06

- 3<sup>rd</sup> Cabinet Report to include:
- Update
  - Protocol report requirements:
    - d) A slotting list
    - e) Financial implications
    - f) Employee Comments



Implementation

1/4/06

Proposed completion date for slotting process/reognising this may not be completed depending on number of appeals etc