Draft transition plan

Appendix Hb

| Action | Sub action | Jan-12 | Feb-12 | Mar-12 | Apr-12 | May-12 | Jun-12 | Jul-12 | Aug-12 | Sep-12 | Oct-12 | Nov-12 | Dec-12 | Jan-13 | Feb-13 | Mar-13 | ongoing |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Staff | Write Head of Partnership JDQ | | | | | | | | | | | | | | | | |
| | Hay Head of Partnership JDQ | | | | | | | | | | | | | | | | |
| | Advertise and appointment Head of Partnership | | | | | | | | | | | | | | | | |
| | Write manager posts JDQ | | | | | | | | | | | | | | | | |
| | Write staff JDQS | | | | | | | | | | | | | | | | |
| | Hay manager posts JDQ | | | | | | | | | | | | | | | | |
| | Advertise and appointment Manager Posts | | | | | | | | | | | | | | | | |
| | Hay staff JDQS | | | | | | | | | | | | | | | | |
| | Advertise and appointment Staff posts | | | | | | | | | | | | | | | | |
| | prepare TUPE consultation documentation | | | | | | | | | | | | | | | | |
| | engage union reps | | | | | | | | | | | | | | | | |
| | meet with staff | | | | | | | | | | | | | | | | |
| | respond to staff | | | | | | | | | | | | | | | | |
| | prepare new structure consultation documents | | | | | | | | | | | | | | | | |
| | engage union reps | | | | | | | | | | | | | | | | |
| | Meet staff representaitve group | | | | | | | | | | | | | | | | |
| | meet with staff | | | | | | | | | | | | | | | | |
| | respond to staff | | | | | | | | | | | | | | | | |
| | undertake skills and training assessment | | | | | | | | | | | | | | | | |
| Governance | appoint management board | | | | | | | | | | | | | | | | |
| | write terms of reference | | | | | | | | | | | | | | | | |
| Operations | Agree 3 year operating plan | | | | | | | | | | | | | | | | |
| | Implement operational plan | | | | | | | | | | | | | | | | |
| | Review and develop single set of ICT policies | | | | | | | | | | | | | | | | |
| | Review priorities/budget/ performance | | | | | | | | | | | | | | | | |
| | service plan 3-1 | | | | | | | | | | | | | | | | |
| Engagement | Engagement with All authorities | | | | | | | | | | | | | | | | |