

CHANGES TO SENIOR MANAGEMENT STRUCTURE – TIMETABLE

15/01/07	Draft Cabinet Report on Review published for consultation
29/01/07	End of Consultation Period (2 weeks)
31/01/07	Final Cabinet Report Published
w/c 05/02/07	Informal briefing for Chief Officers Employment Committee members
08/02/07	Special Cabinet Meeting to discuss report, and to decide on (a) new framework for Senior Management Structure, and (b) first phase of changes to be made (affecting Directors and Personal Assistants)
09/02/07	Personal letters sent to Directors and PAs affected by changes, identifying them either into posts in new structure, or 'at risk' and inviting them to apply for posts in new structure
23/02/07	Final date for replies from Directors and PAs to letters (2 weeks)
w/c 26/02/07	Selection Process for new Corporate Director posts takes place, and appointments made by Chief Officer Appointments Committee
w/c 05/03/07	Chief Executive and new Corporate Directors meet to decide proposals for second phase of changes to be made (changes to Structure of 3 rd Tier Manager Posts, affecting the 31 functional managers currently reporting to Directors)
12/03/07	Proposals for 3 rd Tier Manager Posts published for consultation
by 16/03/07	Selection Process for PAs to new Corporate Directors takes place and appointments made
12/04/07	End of Consultation Period on 3 rd Tier Posts proposals (1 month)
by 19/04/07	Chief Executive and new Corporate Directors meet to decide on second phase of changes to be made
20/04/07	Personal letters sent to functional managers affected by changes, identifying them either into posts in new structure, or 'at risk' and inviting them to apply for posts in new structure
04/05/07	Final date for replies from functional managers to letters (2 weeks)
w/c 07/05/07	Selection Process for new Heads of Service takes place, and appointments made by Chief Executive and Corporate Directors
09/05/07	New 2 nd Tier structure (Corporate Directors & PAs) fully implemented
16/05/07	Start of 2007/08 Municipal Year (Annual Council Meeting)
w/c 20/07/07	New 3 rd Tier structure (Heads of Service) fully implemented