

SWTC – PROPOSED TIMELINE

	Action	Timeline (all 2022)
1	Appoint consultants to assist with Phase 1, prepare a report for the SWTC Council meeting on 14 th November	Completed by 1 st October
2	Inform any relevant Union reps of the plans and processes	By around 1 st November
3	Draw up and adopt a JE timeline	Agree at the SWTC Council meeting on 14 th November
4	Draw up and agree JE parameters and plan	Agree at the FPC Council meeting on 14 th November
5	Draw up and agree communications plan	Agree at the SWTC Council meeting on 14 th November
6	Draw up a Risk Assessment for the process	Agree and note at the SWTC Council meeting on 14 th November
7	Seek approval to draw up a Salary Protection policy	Agree at the SWTC Council meeting on 14 th November
8	Inform the Union reps of the outcomes from the meeting	15 th or 16 th November
9	Undertake staff meetings to disseminate information	By 25 th November
<i>Assuming points 2 – 7 above are formally adopted then move on to Phase 2</i>		
10	Appoint suitable consultants to work with the Clerk to commence Phase 2 of the project, agree the Terms of Reference.	w/c 21 st November
11	Design and send out the JE questionnaire to all staff, with any supporting guidance notes	w/c 5 th December
12	Deadline for submitting JE questionnaires to consultant	Friday 23 rd December
13	Consultant to collate and consider all responses	By Friday 20 th January 2023
14	Set up and agree dates / times for 1:1 interviews between each staff member and the consultant	w/c 30 th January 2023
15	Validate the outcomes from the 1:1 interviews with managers and the Clerk	w/c 13 th February 2023
16	Assess each role and assign a grade	w/c 20 th February 2023
17	Prepare an outcome report for consideration by the Finance & Establishment Committee	20 th March 2023
18	Communicate the outcomes to each staff member individually	w/c 27 th March 2023
19	Collate any appeals to the original outcomes	w/c 17 th April 2023
21	Communicate all appeal outcomes to the staff involved	w/c 1 st May 2023
22	Implement new structure	w/c 8 th May 2023
23	Revise, update, and issue new, corporate Job Descriptions to all staff	As soon as possible afterwards.