

Appendix 3: Transformation Phase 2 Timetable

Activity	Responsible	Timescale
LAG Steer on final TOM	LAG	1 st July
Review feedback from external challenge & LAG	Leadership Team	3 rd July
E&Y commissioned to develop Transformation programme roadmap to deliver the Target Operating Model (“TOM”). E&Y on site week commencing 15 th July with first.	Leadership Team / Transformation Team	15 th July -16 th August
Leadership meeting to; <ul style="list-style-type: none"> Review feedback, having socialised the TOM with management teams. Consider the Comms and engagement strategy for Transformation Phase 2. Initial discussion on ‘radical’ options for stopping/transferring/changing activities to reduce costs. ICT in a commercially-minded Council presentation and discussion. 	Leadership Team	23 rd July
Leadership Team engagement with E&Y	Leadership Team	22 nd July - 2 nd August
Finance Performance & Resources Select Committee	Service Director Transformation	25 th July
Leadership meeting pre-COMT comments on E&Y Transformation programme roadmap	Leadership Team	20 th August
Transformation programme roadmap reviewed by COMT	COMT	21 st August
Cabinet/COMT Away Day	LAG / COMT	2 nd September
Begin to develop detailed business cases for Transformation Phase 2 programmes	Leadership Team	September onwards
Update on Transformation programme roadmap and development of business cases	Leadership Team	11 th September
TOM launched at Leadership Conference	Leadership Team	26 th September
Early engagement with public, private, voluntary sector about TOM principles and implications	Leadership Team	26 th September - 29 th November
Pre-briefing with Employee Reps and Trade Unions, through Joint Consultative Committee and meeting with Chief Executive	Chief Executive / Service Director Transformation	27 th September
Workshops with staff on Transformation programme roadmap and TOM <ul style="list-style-type: none"> Presentations to staff by the Leader and Chief Executive Internal Comms campaign 	Leader & Chief Executive	9 th October - 31 st October
Progress check on Transformation programme roadmap and business case development	Leadership Team	9 th October
Finance Performance & Resources Select Committee	Service Director	31 st October

Activity	Responsible	Timescale
	Transformation	
Cabinet/COMT Away Day – initial discussion on transformation business cases	COMT	30 th October
All Member briefing	Transformation Team	October
Resident awareness – annual budget consultation	Residents	Autumn
Progress check	Leadership Team	6 th November
Cabinet/COMT Away Day	COMT	2 nd December
Cabinet decision on business cases for change	Cabinet	December