

APPENDIX 3 - DRAFT TIMETABLE

Date	Action	Responsibility
16 th March 2020	Report to Constitution & Ethics Committee to: <ol style="list-style-type: none"> 1. Recommend proposed changes to ToR for approval by Full Council. 2. Recommend proposed changes to the Constitution of the Panel for approval by Full Council. 	Fiona/Pippa
01.06.2020	Report to Full Council recommending: <ol style="list-style-type: none"> 1. The adoption of the ToR and Constitutional amendments proposed by the C&E Committee; and 2. Noting the proposal to commence a review for the term 2020-2024. 	Cabinet Member/Fiona
03.06.2020	Letter to existing IRP to thank them for their contribution and to advise that a new IRP to be convened.	Fiona/Pippa
13.06.2020	Recruitment pack to be created, which includes new Terms of Reference and amended Scheme of Allowances together with example Reports from last 2 Reviews (to give an example of what is expected and the format).	Fiona/Pippa
15.06.2020	Advertisement to be placed in local paper, website, community publications and emailed to target groups with two week closing date. Press release to be issued to generate local interest.	Pippa/Comms.
06.07.2020	Recruitment Closes, process applications.	Fiona/Pippa
13.07.2020 31.07.2020	- CEO to interview candidates and determine appointments in consultation with Group Leaders.	Gillian/Fiona/Group Leaders
By 07.08.2020	Contract letters to be issued confirming tenure of appointment and terms and conditions.	Fiona/Pippa
By 04.09.2020	IRP to meet to review existing scheme. Administrative support to be provided by Governance Team.	Fiona/Pippa
By 31.12.2020	IRP to produce report, which outlines their findings and recommendations. Finance to check calculations.	Fiona/Pippa/Pete

By 11.01.2021	Details of IRP recommendations to be published in a notice in a local paper as soon as reasonably practicable.	Pippa/Comms.
At the next available meeting.	C&E to agree final report and recommend any proposed changes to the Scheme for adoption by FC.	Fiona/Pippa
March 2021?	Report to full Council.	Fiona/Cabinet Member.
Immediately following FC.	Details of Members' Allowances Scheme to be published in a notice in a local paper as soon as adopted.	Pippa/Comms