

**Appendix A: Outline timeline for required changes to Octagon PRU and AP staffing model for January 2014**

The timeline below is an example of the milestones and timescales required

Project	10/6//2013	17/6/2013	24/6/2013	1/7/2013	8/7/2013	15/7/2013	22/7/2013	2/9/2013	9/9/2013	16/9/2013	23/9/2013	30/9/2013	7/10/2013	14/10/2013	21/10/2013	28/10/2013	4/11/2013	11/11/2013	18/11/2013	25/11/2013	3/12/2013	10/12/2013	17/12/2013	
The Octagon Restructure : Milestones	Committee/ report paper finalised and submitted to Lead Member Report /appropriate level committee			New JD's evaluated		End of term	End of term	Start of new term/ Provisional Cabinet/ appropriate committee level for approval to go to consultation?	30 Day consultation period				Response to consultation issued	Sign off at appropriate level committee (date TBC)	Notice period – 28 October 2013 - deadline for notice to be given (in half term)Recruit to stay period / Notices issued			Last Day of Service for decommissioned staff – 24 December 2013						