

Appendix 1 - AKA Milestones for Cultural Change and Communications

Milestone	Start	Completion	Status
Development of protocol to support Cabinet drop in sessions and corporate governance amnesty	Mid Nov 2011	7 Dec 2011	Completed
Development of cultural audit programme (questionnaires and events)	Mid Nov 2011	December	Completed
Corporate Governance Committee approves AKA proposals contained in this report, protocol and next steps	7 Dec 2011		Completed
Launch of Corporate Plan by Leader and Deputy Leader (post Council)	13 Dec 2011		Completed
Launch of Corporate Governance Amnesty by Leader and Deputy Leader	13 Dec 2011		Completed
Launch of cultural audit programme by Leader and Deputy Leader {to coincide with Corporate Plan launch}	13 Dec 2011		Completed
MTSG meets with DCEO/his representative to discuss the proposals contained within this report and any other processes they wish to follow to design a Member development programme	7 Dec 2011	31 Dec 2011	On going
Cabinet member open door drop in sessions with employees and partners	Post 12 Dec 2011	End Jan 2012	Scheduled to start 16/01/12
Communications publicise the "secure" email address for issues and concerns	Post 12 Dec 2011		Scheduled in Jan 2012
Issues and concerns submitted during corporate governance amnesty	Post 12 Dec 2011	End January 2012	
Corporate Governance Team deal with issues and concerns raised as a result of corporate amnesty	Post 12 Dec 2011	Ongoing	
Send out cultural audit questionnaires	Mid Dec 2011		To follow 'Meet the Leader' events in Jan
Commencement of monthly departmental meetings to discuss corporate governance improvements and issues	Mid Dec 2011	Mid Dec 2012	
Commencement of Cabinet and Chief Officer discussion/debate/challenge forum on corporate governance	Mid Dec 2011	Mid Dec 2012	
Commission external support to undertake the assessment, collection and collation of Member views regarding development programme	Early Jan 2011		
Employee focus groups with external facilitator	Beginning Jan 2012	3rd week Jan 2012	
External support undertakes activities on site	Mid-end Jan 2012	Mid-end Feb 2012	
Analysis of cultural audit findings preparation of report and proposed action plan to support cultural change	4th week Jan 2012	End of 2nd week Feb 2012	
Corporate Governance Committee receives report and approves next steps in relation to cultural change and officer development programme	29 Feb 2012		
Corporate Governance Committee receives report and approves next steps in relation to member development programme	29 Feb 2012		
External support commissioned to deliver cultural change and officer development programme as necessary	March 2012	End March 2012	
External support commissioned to deliver member development programme	March 2012	End March 2012	
Cultural change and officer development programme launched	April 2012		
Member development programme launched	April 2012		