ID	i	Task Mode	Task Name	Duration	Start	Finish	Gantt
1							
2			**Political Agreement and Decision Making**	**97 days**	**Thu 30/04/20**	**Mon 14/09/2**	
3	✓	📌	Confirm Date of Annual Meeting	0 days	Mon 01/06/20	Mon 01/06/20	◆ 01/06
4	✓	📌	Confirm Date of July Council	0 days	Mon 01/06/20	Mon 01/06/20	◆ 01/06
5			**Finalise Constitution**	**73 days**	**Mon 01/06/2(**	**Thu 10/09/2(**	
6	✓	📌	Confirm Outstanding Requirements	0 days	Mon 01/06/20	Mon 01/06/20	◆ 01/06
7	✓	📌	Confirm Approvals Mechanism	0 days	Mon 01/06/20	Mon 01/06/20	◆ 01/06
8	✓	📌	Develop Completion Timetable	5 days	Mon 01/06/20	Fri 05/06/20	
9	✓	📌	Finalise Outstanding Requirements (Members Code, Media Protocol)	61 days	Mon 08/06/20	Mon 31/08/20	
10	✓	📌	Deadline for Papers for Governance Working Group	0 days	Fri 24/07/20	Fri 24/07/20	◆ 24/07
11	✓	📌	Meeting of Member Governance Working Group	0 days	Thu 30/07/20	Thu 30/07/20	◆ 30/07
12	✓	📌	Final Meeting of Member Governance Working Group	0 days	Mon 24/08/20	Mon 24/08/20	◆ 24/08
13	✓	📌	Deadline for feedback for LGA consultation on new Members Code of Conduct	0 days	Fri 21/08/20	Fri 21/08/20	◆ 21/08
14	✓	📌	Deadline for papers for Standards and Constitutional Oversight Committee	0 days	Wed 02/09/20	Wed 02/09/20	◆ 02/09
15		📌	Standards & Constitutional Oversight Meeting & Recommendation to Council	0 days	Thu 10/09/20	Thu 10/09/20	◆ 10/09
16			**Political Group Preparation**	**75 days**	**Mon 01/06/2(**	**Mon 14/09/2**	
17	✓	📌	Cabinet / Spokespersons Briefing Arrangements	0 days	Mon 01/06/20	Mon 01/06/20	◆ 01/06
18	✓	📌	Schedule Cabinet / Spokespersons briefing timetable	5 days	Mon 01/06/20	Fri 05/06/20	
19	✓	📌	Labour Group AGM Part 1	0 days	Mon 29/06/20	Mon 29/06/20	◆ 29/06
20	✓	📌	Labour Group AGM Part 2	0 days	Mon 27/07/20	Mon 27/07/20	◆ 27/07
21		📌	Conservative Group AGM	0 days	Mon 07/09/20	Mon 07/09/20	◆ 07/09
22	✓	📌	LibDem Group AGM	0 days	Sat 06/06/20	Sat 06/06/20	◆ 06/06
23	✓	📌	Green Group Preparation	5 days	Mon 22/06/20	Fri 26/06/20	
24	✓	📌	Independent Group Preparation	5 days	Mon 22/06/20	Fri 26/06/20	
25	✓	📌	Share Paper on Political Proportionality with Group Leaders	5 days	Mon 01/06/20	Fri 05/06/20	
26	✓	📌	Produce Draft Committee Calendar	5 days	Mon 01/06/20	Fri 05/06/20	
27	✓	📌	Share Draft Calendar of New Committees with Group Leaders	5 days	Mon 01/06/20	Fri 05/06/20	
28	✓	📌	Groups to review / comment on proposed committee calend:	10 days	Mon 08/06/20	Fri 19/06/20	
29	✓	📌	Share Revised Paper on Political Proportionality with Group Leaders	5 days	Mon 15/06/20	Fri 19/06/20	
30	✓	📌	Groups to provide comments on political balance calculation:	5 days	Mon 22/06/20	Fri 26/06/20	
31	✓	📌	Groups to provide comments on the variations for allocation of Chairs.	0 days	Tue 30/06/20	Tue 30/06/20	◆ 30/06
32	✓	📌	Facilitated Discussions on Chair / Vice Chair Allocation	25 days	Mon 29/06/20	Fri 31/07/20	
33		📌	Group Leaders Meeting	0 days	Mon 07/09/20	Mon 07/09/20	◆ 07/09
34		📌	Group Leaders Meeting	0 days	Mon 14/09/20	Mon 14/09/20	◆ 14/09
35	✓		**Finalise Members' Allowances**	**47 days**	**Thu 30/04/20**	**Fri 03/07/20**	
36	✓	📌	Panel Report Circulated to Group Leaders	0 days	Thu 30/04/20	Thu 30/04/20	◆ 30/04
37	✓	📌	Feedback from Group Leaders	0 days	Fri 05/06/20	Fri 05/06/20	◆ 05/06
38	✓	📌	Final Meeting of Panel	5 days	Mon 22/06/20	Fri 26/06/20	
39	✓	📌	Finalise Panel Recommendation and Council Report	5 days	Mon 29/06/20	Fri 03/07/20	
40			**Training, Development & Resources**	**135 days**	**Mon 01/06/2(**	**Fri 04/12/20**	
41	👤		**Members' Training**	**135 days**	**Mon 01/06/20**	**Fri 04/12/20**	
42	✓	📌	Group Briefings on Role of the Chair	10 days	Mon 01/06/20	Fri 12/06/20	
43	✓	📌	Remote Meeting Chairing - Briefing for Chairs - Session 1	0 days	Thu 11/06/20	Thu 11/06/20	◆ 11/06
44	✓	📌	Remote Meeting Chairing - Briefing for Chairs - Session 2	0 days	Mon 15/06/20	Mon 15/06/20	◆ 15/06

ID	i	Task Mode	Task Name	Duration	Start	Finish
45	✓	✈	Chairs' Training (Externally Facilitated Ian Parry CfPS)	2 days	Thu 09/07/20	Fri 10/07/20
46	✓	✈	Establish Member Development Group (Officers)	5 days	Mon 08/06/20	Fri 12/06/20
47	✓	✈	Develop Leadership Coaching in the Committee System	30 days	Mon 15/06/20	Fri 24/07/20
48	✓	✈	Develop Members Coaching & Development Programme	30 days	Mon 15/06/20	Fri 24/07/20
49	✓	✈	Undertake Members 1 to 1s	50 days	Mon 20/07/20	Fri 25/09/20
50		✈	Implement Leadership and Members Development Programm	0 days	Mon 07/09/20	Mon 07/09/20
51		✈	Chairs Training - dealing with Officers (externally facilitated by Beth Evans)	0 days	Tue 06/10/20	Tue 06/10/20
52		✈	Embedding the new constitution	5 days	Mon 30/11/20	Fri 04/12/20
53		➠	**Officer Training**	**87 days**	**Thu 18/06/20**	**Fri 16/10/20**
54	✓	✈	Report Writing Training / Web Hosted	0 days	Thu 18/06/20	Thu 18/06/20
55	✓	✈	CMT Constitution / Committee System Training 1 (Externally Facilitated - Kirstey Cole)	0 days	Thu 25/06/20	Thu 25/06/20
56	✓	✈	CMT Constitution / Committee System Training 2 (Externally Facilitated - Kirstey Cole)	1 day	Thu 02/07/20	Thu 02/07/20
57	✓	✈	Report Writing Training / Web Hosted (SLT)	0 days	Wed 22/07/20	Wed 22/07/20
58	✓	✈	Report Writing Training / Web Hosted - Report Writers	0 days	Mon 27/07/20	Mon 27/07/20
59	✓	✈	Workflow Report Writing Guide / Intranet Content in Place	0 days	Fri 28/08/20	Fri 28/08/20
60	✓	✈	Political Awareness Training SLT (Externally Facilitated - Beth Evans)	0 days	Wed 15/07/20	Wed 15/07/20
61	✓	✈	Political Awareness Training CMT (Externally Facilitated - Beth Evans)	0 days	Fri 17/07/20	Fri 17/07/20
62		✈	Directorate Training (externally facilitated by Beth Evans)	3 days	Wed 14/10/20	Fri 16/10/20
63		➠	**Resources**	**45 days**	**Mon 13/07/20**	**Fri 11/09/20**
64	✓	✈	Review Committee Report Templates	10 days	Mon 13/07/20	Fri 24/07/20
65	✓	✈	Configure Modgov for New Committee Dates & Report Temp	10 days	Mon 13/07/20	Fri 24/07/20
66	✓	✈	Member Portal Preparation for Pilot	20 days	Mon 20/07/20	Fri 14/08/20
67		✈	Member Portal Pilot	20 days	Mon 17/08/20	Fri 11/09/20
68		➠	**Governance and administration**	**115 days**	**Mon 04/05/20**	**Fri 09/10/20**
69	👤	➠	**Committee Work Planning**	**105 days**	**Mon 04/05/20**	**Fri 25/09/20**
70	✓	✈	Establish Team Around the Committee Model	10 days	Mon 04/05/20	Fri 15/05/20
71	✓	✈	Develop Directors' Schemes of Delegation for Committees	50 days	Mon 20/07/20	Fri 25/09/20
72	✓	✈	Committee Teams Work Programming Sessions with Directors/DMT	20 days	Mon 01/06/20	Fri 26/06/20
73	✓	✈	Review Forward Plan & Outstanding Scrutiny Items for Committee Work Programmes	20 days	Mon 01/06/20	Fri 26/06/20
74	✓	✈	Develop Draft First Meeting Agendas	10 days	Mon 29/06/20	Fri 10/07/20
75	✓	✈	Develop Draft Committee Work Programmes	10 days	Mon 29/06/20	Fri 10/07/20
76	✓	✈	SF Report to SLT on draft agendas and work programmes	6 days	Fri 24/07/20	Fri 31/07/20
77	✓	✈	Brief Group Leaders / Cabinet Members / Spokespersons on Draft Agendas and Work Programmes	10 days	Mon 13/07/20	Fri 24/07/20
78	✓	✈	Develop Meeting Attendance Protocol	30 days	Mon 08/06/20	Fri 17/07/20
79	✓	✈	Define/Resolve Technical Requirements for Hybrid Meetings	30 days	Mon 22/06/20	Fri 31/07/20
80	✓	✈	August Recess	20 days	Mon 03/08/20	Fri 28/08/20
81		✈	Annual Meeting Papers Published	0 days	Fri 18/09/20	Fri 18/09/20
82		➠	**SLT & Decision-Making Pathway**	**80 days**	**Mon 22/06/20**	**Fri 09/10/20**
83	✓	✈	SLT Review of Forward Plan	7 days	Mon 22/06/20	Tue 30/06/20
84	✓	✈	Define Decision-Making Pathway	30 days	Mon 31/08/20	Fri 09/10/20
85		✈	Develop briefing timetable for Committee Chairs / Spokesper	30 days	Mon 03/08/20	Fri 11/09/20
86		✈	Commence New Shadow Committee Briefings	0 days	Mon 14/09/20	Mon 14/09/20