

8 February 2015	End of consultation (one further week allowed for receipt of paper responses/petitions)
Actions during February and March 2015	Data inputting of paper questionnaires Overview analysis of quantitative information from questionnaires <u>Qualitative analysis</u> Analysis of questionnaires, letters and petitions to identify common themes
14 April 2015	Informal Executive – sharing headlines and initial feel, ie overview statistics and overall themes from consultation responses.
March to May 2015	Actions More detailed analysis and interpretation of results of consultation Preparation of consultation report Preparation of Business Case including Risk Assessment On-going discussions with prospective community groups Preparation of report and proposals for Formal Exec (and Overview & Scrutiny Committee) (see below) Revise Equalities Impact Assessment Review of staff structure and job descriptions
5 June 2015	Corporate and Partnerships Overview and Scrutiny Presentation of Exec report
7 July 2015	Executive Presentation of report and proposals, decision by Exec
July- Oct 2015	Work with partners/groups to support development of an initial expression of interest outlining their proposals for each library (community managed and hybrid) Assessment of the capacity/viability of prospective groups – Stronger Communities Team Revise/update Community Toolkit – Stronger Communities Team Revise/update Service Level Agreement – Library Service New job descriptions submitted for Job Evaluation for salary bandings to be allocated
Dec 2015	Further proposals to Executive following expressions of interest from community groups for community managed and hybrid libraries and initial agreement from Exec on way forward for each library
Dec 2015 – May 2016	Work with partners/groups supporting production of their Business Plans for each library. – Stronger Communities Team Partners/groups submit Business Plans

Jan – March 2016	Formal Library staff re-structure consultation including staff briefings
April 2016	Response to staff comments
June – Sept 2016	Interviews for library staff for appointment to new structure
June/July 2016	Evaluation and approval of business plans by Library service, Stronger Communities, legal, finance and contracting; recommendations to Exec/exec member Agreement from Exec member
Aug 2016 – Jan 2017	Partners/groups recruit volunteers, establish governance, policies, fund raise etc. Service Agreements and leases agreed with partners/groups. Training of volunteers
Dec - Jan 2016	Notice given to those staff unsuccessful in obtaining posts
Dec 2016 – Jan 2017	Transition period for implementing new staff structure and transfer of delivery of service to community groups
Feb 2017	Full implementation

*This draft timeline is dependent on decisions on the future configuration of the library service made by the Executive in July 2015.

It also reflects feedback from current community library groups that they would have appreciated more time to organise themselves as a group, produce a business plan and recruit volunteers etc. Some groups may be able to move more quickly than the timescale outlined.