

Project Development timeline – One Stop Shop

Activity	To be completed by
Development of Specification with Working Group	Completed
Approval of Specification at Area Council	28 th February 2014
Equality Impact Assessment?	
Welfare Rights Adviser post written and through job evaluation	Completed – evaluated at Scale 6
Delegated Powers report written and signed off for Welfare Rights Adviser	
Waiver report completed and signed off for CAB Generalist Adviser	Completed
Community venues visited and in principle agreements made with managers for use of space	Completed
Scoping workshop with Area Chair, Welfare Rights and CAB staff to outline detailed service delivery & marketing	3 rd April 2014
CAB Contract drawn up and scoping document attached – to Jenny for checking	4 th April 2014
Welfare Rights SLA drawn up and scoping document attached – to Jenny for checking	4 th April 2014
CAB post advertised	17 th March 2014
CAB interviews conducted and post offered to preferred candidate	11 th April 2014

Activity	To be completed by
Welfare Rights post advertised as secondment opportunity	25 th April
Welfare Rights interviews conducted and secondment offered to preferred candidate	21 st May
Library managers contacted to confirm details of service delivery and start dates	Late May 2014
Promotional campaign launched once start date for postholders confirmed	Late May 2014
Postholders start + induction	Early June 2014
Contract commences and service delivery starts	Early June 2014
Report for information to Area Council	June 2014