Project Plan		Resp	From	To	Jun-20					Jul-20					Aug-20					Sep-20					Oct-20					Nov-20					Dec-20				Jan-21				Feb-21				Mar-21					Comments
Month																																																	
Week Commencing					1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	29	
Part 1	**Summary and Explanation**							Con Cttee		Council																																						
Part 2	**Articles**																																															
	Article 1	The Constitution						Con Cttee		Council																																						
	Article 2	Members of the Council						Con Cttee		Council																																						
	Article 3	Members of the public and the Council						Con Cttee		Council																																						
	Article 4	Decision-making						Con Cttee		Council																																						
	Article 5	The Council																	Con Cttee			Council																										
	Article 6	Chairing the Council																	Con Cttee			Council																										
	Article 7	The role of the Leader and Cabinet																							Con Cttee					Council																	
	Article 8	Overview and Scrutiny																							Con Cttee					Council																	
	Article 9	Regulatory Committees																														Con Cttee					Council										
	Article 10	Constitution Committee																														Con Cttee					Council										
	Article 11	Governance and Audit Committee																														Con Cttee					Council										
	Article 12	Companies Committee																														Con Cttee					Council										
	Article 13	Employment Committee																														Con Cttee					Council										
	Article 14	Review Board																							Con Cttee					Council																	
	Article 15	Joint arrangements																							Con Cttee					Council																	
	Article 16	Officers																																						Con Cttee				Council					
	Article 17	Finance, contracts and legal matters																																						Con Cttee				Council					
Part 3	**Responsibility for functions**																																															
	Introduction																		Con Cttee			Council																										
	Responibility for local choice functions																		Con Cttee			Council																										
	Responsibility for Cabinet functions and Leader's scheme of delegation																								Con Cttee					Council																	
	Overview and Scrutiny Committee remits																								Con Cttee					Council																	
	Scheme of delegation to Council officers																																							Con Cttee				Council					
Part 4	**Procedure Rules**																		Con Cttee			Council																										
	Introduction																		Con Cttee			Council																										
	Council Procedure Rules																								Con Cttee					Council																	
	Executive Procedure Rules																																							Con Cttee				Council					
	Planning Committee Procedure Rules																																							Con Cttee				Council					
	Licensing Committee Procedure Rules																																							Con Cttee				Council					
	Overview and Scrutiny Committee Procedure Rules																								Con Cttee					Council																	
	Budget and Policy Framework Procedure Rules																																															
	Access to Information Procedure Rules																																															
	Officer Employment Procedure Rules																																															
	Procedure for confirming a Tree Preservation Order																																															
Part 5	**Codes and Protocols**																																															
	Introduction																																															
	Code of conduct for elected and co-opted Members				Timeline to be in line with national Code of Conduct work																																												
	Planning Code of Good Practice																														Con Cttee																	
	Procedure for dealing with Councillor conduct complaints				Timeline to complement national Code of Conduct work																																	Council										
	Code of conduct for Council officers				To come forward through the Employment Committee																										Con Cttee					Council										
	Protocol on Member Access to Information and Authority documents																							Con Cttee			Council																				
	Protocol on Member/Officer relations				To come forward as an item in its own right																										Con Cttee					Council										
Part 6	**Financial Regulations**				Com																																											Complete
Part 7	**Contract and Procurement Procedure Rules**				Com																																										Complete
Part 8	**Petition Scheme**				To come forward as an item in its own right																										Con Cttee																	
Part 9	**Members' Allowance Scheme**				To come forward as an item in its own right																																	Council										
Part 10	**Templates**																																														Council		