

SUB ROOMS - PROJECT TIMELINE (APRIL 2018 TO MAY 2019 - 14 MONTHS)

TASK / ACTIVITY	Q1			Q2			Q3			Q4			Q1 2019-20		
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Task & Finish Group (T&FG) set up SDC by STC															
Terms of Reference & any non-disclosure agreements signed by T&FG															
Disclosure of Sub Rooms P&L accounts & staff budget for analysis by T&FG															
Action Plan - production & submission to SDC from STC															
Business Plan - production & submission to SDC from STC															
Delivery of agreed milestones by STC and new charity															
T&FG meets monthly to review progress, milestones & operational plans															
STC meets with staff and managers & work together to develop 2019 programme															
SDC to carry out roof repairs															
Charitable Trust set up & incorporation															
SDC to consult with Sub Rooms staff based on new proposed structure															
SDC undertake Sub Rooms staff redeployment and voluntary redundancies															
Planning permission sought for building work															
Development of building project specification															
Procurement of contractors															
Lease assigned to STC from SDC on 31 March 2019															
STC sublet to Charitable Trust on 1 April 2019															
Transfer of SDC staff to new Charitable Trust															
Sub Rooms closed in April for building work (1month)															
Sub Rooms Grand Opening - May 2019															
T&FG Disbanded															

Key:

T&FG = Task & Finish Group

SDC = Stroud District Council

STC = Stroud Town Council