

**Attachment A****Consultation Timelines - Legal Secretarial Role Description ("RD") Review**

<b>Action</b>	<b>Completion date</b>
RDs tabled with Executive for feedback	06 February 2023
RDs shared with ELG for feedback	09 February 2023
LSM workshop with P&C to consult and collate feedback prior to open consultation	13 February 2023
RDs open for consultation to CSO staff and the Public Service Association (PSA) MS Teams information session to be held for legal secretarial staff	20 February 2023
<b>Consultation Period</b>	<b>20 February – 03 March 2023</b>
CSO and PSA meeting to discuss member feedback	07 March 2023
Final proposed RDs tabled for Crown Solicitor approval	13 March 2023
Formal communication to staff on approved RDs	17 March 2023
Information sessions for legal secretarial staff to discuss queries on the new RDs	21 & 23 March 2023
New RD effective date	31 March 2023