

EIT Review of Highways, Lighting and Network Management

Project Plan

Gateway Review Committee: Arts, Leisure and Culture	Chair: Cllr Jean O'Donnell Jean.odonnell@stockton.gov.uk
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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Scoping of Review Draft Project Plan	Knowledge of service and discussions with middle and lower management.	Ahead of 3 June Committee meeting	Richard McGuckin
Select Committee Consider Project Plan for Review	Meeting to consider project plan and agree the timescales for the Committee's involvement.	3 June	Select Committee
Communications / Publicity of Review	Existing staff newsletters to feature standard EIT item. Existing inter-service meetings.	Ongoing	Officer Project Team
Stages 1 and 2			
Obtaining Evidence Baseline/Challenge	Collection of evidence based around the standard set of key questions. Interviews with key members of staff by the review team. Examination of performance management data already available.	31 July 2009	Officer Project Team
Gateway Review by Select Committee	Committee Consider Baseline/Challenge Information, and conduct additional challenge	26 August tbc	Select Committee
Stage 3			
Identify opportunities for EIT	Consideration given to the opportunities for EIT, using the standard Service Options key	Early September 2009	Officer Project Team

	questions Utilise staff communications and evidence gathered to evaluate any key issues that arise.		
Stage 4			
Review Options/ Agree way forward	Review options for change and choose the best way forward.	September/ October 2009	Officer Project Team
Gateway Review by Select Committee	Select Committee review and comment on Selected Options	7 October tbc	Select Committee
Stage 5			
Report to Cabinet	Presentation of report	November 2009	Officer Project Team