

**Project Plan**  
**EIT Scrutiny Review – Sport, Leisure and Recreation**

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
<b>Scoping of Review Draft Project Plan</b>	Research Informal Discussions		Scrutiny Officer/ Officers/Independent Chairs and Vice Chairs Link Officer/
<b>Tri-Partite Meeting</b>	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	<b>13 May 2010</b>	Chair and Vice Chair Scrutiny Officer Lead Officer Independent Officer Cabinet Member Corporate Director
<b>Select Committee Agree Scope and Project Plan</b>	Formal meeting to agree scope and project plan, <b>and receive overview of services under review</b>	<b>19 May</b>	Select Committee
<b>Communications / Publicity of Review</b>			Scrutiny Officer Press and PR
<b>Stages 1 and 2:  Obtaining Evidence Baseline/Challenge</b>	Submission of evidence in response to key questions Select Committee conduct challenge and identify further information requirements  - Leisure and Sports Development/TAL contract  - Countryside and Greenspace (inc. CFYA) /Play	<b>30 June</b>  <b>21 July</b>	Select Committee  Select Committee

<b>Stage 3: Identify opportunities for EIT</b>	Submission of evidence in response to key questions Select Committee consider and challenge options for EIT	<b>29 September (tbc)</b>	Select Committee
<b>Stage 4: Review Options/ Agree way forward</b>	Members decide findings and recommendations	<b>10 November</b>	Select Committee
<b>Circulate Draft Report to Contributors</b>		<b>November</b>	Scrutiny Officer
<b>Tri-Partite Meeting</b>	Discuss draft findings and recommendations	<b>November TBC</b>	Chair and Vice Chair Scrutiny Officer Link Officer Independent Officer Cabinet Member Corporate Director
<b>Final Agreement of Report</b>	Discussion of any issues raised at tri partite meeting and final agreement of report	<b>22 December</b>	Select Committee Cabinet Member Corporate Director Link Officer Independent Officer
<b>Consideration of Report by Executive Scrutiny Committee</b>	Presentation of report by Chair	<b>4 January 2011</b>	Executive Scrutiny Committee

<b>Report to Cabinet</b>	Presentation of report by Chair	<b>20 January 2011</b>	Cabinet