

Project Plan
EIT Scrutiny Review – Sport, Leisure and Recreation

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Scoping of Review Draft Project Plan	Research Informal Discussions		Scrutiny Officer/ Link Officers/Independent Officer/ Chairs and Vice Chairs
Tri-Partite Meeting	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	13 May 2010	Chair and Vice Chair Scrutiny Officer Lead Officer Independent Officer Cabinet Member Corporate Director
Select Committee Agree Scope and Project Plan	Formal meeting to agree scope and project plan, and receive overview of services under review	19 May	Select Committee
Communications / Publicity of Review			Scrutiny Officer Press and PR
Stages 1 and 2: Obtaining Evidence Baseline/Challenge	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	30 June 21 July	Select Committee Select Committee

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

Report to Cabinet	Presentation of report by Chair	20 January 2011	Cabinet