

## Youth Service EIT Scrutiny Review Project Plan

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
<b>Scoping of Review Draft Project Plan</b>	Research Informal Discussions		Scrutiny Officer/ Lead Officer/ Chair and Vice Chair
<b>Tri-Partite Meeting</b>	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	<b>10 March 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>24 February 2010</b>	Select Committee
<b>Communications / Publicity of Review</b>	Publication of Press Release - plus targeted young peoples publicity	After 17 February 2010	Scrutiny Officer Press and PR
<b>Stages 1 and 2: Obtaining Evidence Baseline/Challenge</b>	Approval of Consultation Plan.  Consideration of evidence and analysis Including financial information and mapping exercise.  Select Committee conduct challenge and identify further information requirements.  Site Visits to Youth Clubs/ activities  Consultation with young people.	 <b>14 April 2010</b> <b>19 May 2010</b> <b>Additional meeting May/ June (if required)</b>  April – June 2010 April – June 2010	Select Committee    Select Committee Members  Scrutiny Officer, Consultation Team

<b>Stage 3: Identify opportunities for EIT</b>	Members receive feedback from consultation and summary of evidence.  Members identify initial options/ proposals.	<b>30 June 2010</b>	Select Committee
<b>Stakeholder/ Consultation</b> <b>Member</b>	Stakeholder and Member consultation (including Executive Scrutiny Committee 27 July 2010)	July 2010	Scrutiny Officer
<b>Stage 4: Review Options/ Agree way forward</b>	Members finalise draft findings and recommendations	<b>11 August 2010</b>	Select Committee
<b>Tri-Partite Meeting</b>	Discuss draft findings and recommendations	<b>TBA</b>	Chair and Vice Chair Scrutiny Officer, Lead 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 September 2010</b>	Select Committee  (Cabinet Member, Corporate Director, Lead Officer, Independent Officer to attend)
<b>Consideration of Report by Executive Scrutiny Committee</b>	Presentation of report by Chair	<b>19 October 2010</b>	Executive Scrutiny Committee
<b>Report to Cabinet</b>	Presentation of report by Chair	<b>28 October 2010</b>	Cabinet