

Youth Service EIT Scrutiny Review Project Plan

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Scoping of Review Draft Project Plan	Research Informal Discussions		Scrutiny Officer/ Lead Officer/ Chair and Vice Chair
Tri-Partite Meeting	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	10 March 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	24 February 2010	Select Committee
Communications / Publicity of Review	Publication of Press Release - plus targeted young peoples publicity	After 14 April 2010	Scrutiny Officer Press and PR
Stages 1 and 2: Obtaining Evidence Baseline/Challenge	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.	} 14 April 2010 } 19 May 2010 } 9 June (GIS all Member presentation } 30 June 2010 May – June 2010 June 2010	Select Committee Select Committee Members Scrutiny Officer, Consultation Team

Stage 3: Identify opportunities for EIT	Members receive feedback from consultation and summary of evidence to date. Members identify initial options/ proposals.	14 July 2010	Select Committee
Stakeholder/ Member Consultation	Stakeholder and Member consultation (including Executive Scrutiny Committee 27 July 2010)	July - September 2010	Scrutiny Officer
Stage 4: Review Options/ Agree way forward	Members finalise draft findings and recommendations	22 September 2010	Select Committee
Tri-Partite Meeting	Discuss draft findings and recommendations	29 September 2010	Chair and Vice Chair Scrutiny Officer, Lead 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	3 November 2010	Select Committee (Cabinet Member, Corporate Director, Lead Officer, Independent Officer to attend)
Consideration of Report by Executive Scrutiny Committee	Presentation of report by Chair	16 November 2010	Executive Scrutiny Committee
Report to Cabinet	Presentation of report by Chair	16 December 2010	Cabinet