

Project Plan

EIT Scrutiny Review – Communication, Consultation and Engagement

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Scoping of Review Draft Project Plan	Research Informal Discussions		Scrutiny Officer/ Link Officers/ Chairs and Vice Chairs
Tri-Partite Meeting	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	7 May 2009	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	18 May 2009	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	18 May 2009 30 June 2009 27 July 2009 15 September 2009	Select Committee
Stage 3: Identify opportunities for EIT	Submission of evidence in response to key questions Select Committee consider and challenge options for EIT	1 October 2009	Select Committee

Stage 4: Review Options/ Agree way forward	Members decide findings and recommendations	1 October 2009	Select Committee
Circulate Draft Report to Contributors		October 2009	Scrutiny Officer
Tri-Partite Meeting	Discuss draft findings and recommendations	October 2009 TBA	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	27 October 2009	Select Committee Cabinet Member Corporate Director Link Officer Independent Officer
Consideration of Report by Executive Scrutiny Committee	Presentation of report by Chair	17 November 2009	Executive Scrutiny Committee
Report to Cabinet	Presentation of report by Chair	26 November 2009	Cabinet