

EIT Scrutiny Review

School Catering - Project Plan

Chair Councillor Mick Stoker	Contact Details 01642 371641 Email: mick.stoker@stockton.gov.uk
Scrutiny Officer Judith Trainer	Contact Details 01642 528158 Email: Judith.trainer@stockton.gov.uk
Lead Officer Jamie McCann	Contact Details 01642 527071 Email: Jamie.mccann@stockton.gov.uk
Independent Officer Paul Hiser	Contact Details 01642 526780 Email: paul.hiser:Stockton.gov.uk
Finance Officer John Bailey	Contact Details 01642 527355 Email: john.bailey@stockton.gov.uk

KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Scoping of Review Draft Project Plan	Research Informal Discussions	May 2010	Scrutiny Officer/ Officers Team / Chairs and Vice Chairs
Tri-Partite Meeting	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	24 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	15 June 2010	Select Committee
Communications / Publicity of Review		June 2010	Lead Officer 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 Site Visits to Schools	15 June 2010 3 August 2010 (Bring forward to July?) June/ July 2010	Select Committee
Stage 3: Identify opportunities for EIT	Submission of evidence in response to key questions Select Committee consider and challenge options for EIT	14 September 2010	Select Committee

Stage 4: Review Options/ Agree way forward	Members decide findings and recommendations	7 December 2010	Select Committee
Circulate Draft Report to Contributors		December 2010/ Early January 2011	Scrutiny Officer
Tri-Partite Meeting	Discuss draft findings and recommendations	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	18 January 2011	Select Committee Cabinet Member Corporate Director Link Officer Independent Officer
Consideration of Report by Executive Scrutiny Committee	Presentation of report by Chair	8 February 2011	Executive Scrutiny Committee
Report to Cabinet	Presentation of report by Chair	17 March 2011	Cabinet