

## Project Plan

### EIT Scrutiny Review – Communication, Consultation and Engagement

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<b>KEY TASK/MILESTONES</b>	<b>DETAILS/ACTIVITIES</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
<b>Scoping of Review Draft Project Plan</b>	Research Informal Discussions		Scrutiny Officer/ Link Officers/ Chairs and Vice Chairs
<b>Tri-Partite Meeting</b>	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	<b>7 May 2009</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>18 May 2009</b>	Select Committee
<b>Communications / Publicity of Review</b>			Scrutiny Officer Press and PR
<b>Stages 1 and 2:  Obtaining Evidence Baseline/Challenge</b>	Submission of evidence in response to key questions Select Committee conduct challenge and identify further information requirements	<b>18 May 2009</b> <b>30 June 2009</b> <b>End July 2009 TBC</b>	Select Committee
<b>Stage 3: Identify opportunities for EIT</b>	Submission of evidence in response to key questions Select Committee consider and challenge options for EIT	<b>15 September 2009</b>	Select Committee

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