

Carbon Management - Project Plan

Chair / Member Sponsor Councillor Mrs Rigg	Contact Details 01642 Email:
Scrutiny Officer Graham Birtle	Contact Details 01642 Email
Lead Officer Mike Chicken	Contact Details 01642 Email:
Finance Officer Andy Bryson(?)	Contact Details 01642 Email:

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	11 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	1 June 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	15 June 2009 13 July 2009 27 July 2009	Select Committee
Stages 3 and 4: Identify opportunities for EIT Review Options/ Agree way forward	Submission of evidence in response to key questions / Select Committee consider and challenge options for EIT / Members decide findings and recommendations	24 August 2009 (to be confirmed)	Select Committee

Circulate Draft Report to Contributors		September 2009	Scrutiny Officer
Tri-Partite Meeting	Discuss draft findings and recommendations	September 2009 (to be arranged)	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	5 October 2009	Select Committee Cabinet Member Corporate Director Link Officer Independent Officer
Consideration of Report by Executive Scrutiny Committee	Presentation of report by Chair	20 October 2009	Executive Scrutiny Committee
Report to Cabinet	Presentation of report by Chair	29 October 2009	Cabinet