

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	May/ June 2011	Scrutiny Officer/ Link Officers/ Chairs and Vice Chairs
Tri-Partite Meeting	Formal meeting to discuss ideas for draft scope for consideration by Select Committee	8 June 2011	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 and consultation plan Information Pack to be provided.	20 June 2011	Select Committee
Communications / Publicity of Review		To tie in with public consultation. Timescales to be determined.	Scrutiny Officer Press and PR
Stages 1 and 2: Obtaining Evidence Baseline/Challenge	Submission of evidence in response to key questions Review and challenge of detailed information on the services, including financial information, staffing levels and comparative performance levels.	18 July 2011	Select Committee

<p>Stage 3: Identify opportunities for EIT</p>	<p>Submission of evidence in response to key questions Select Committee consider and challenge options for EIT</p> <p>Discussions on “long list” of efficiency options, with estimates of financial and other implications, to develop into “short list”.</p>	<p>12 September 2011</p>	<p>Select Committee</p>
<p>Stage 4: Review Options/ Agree way forward</p>	<p>Discussions on more detailed “short list” of efficiency options from which the draft recommendations will be developed. Report on Consultation Feedback. Members decide findings and recommendations.</p>	<p>24 October 2011</p>	<p>Select Committee</p>
<p>Circulate Draft Report to Contributors</p>		<p>November 2011</p>	<p>Scrutiny Officer</p>
<p>Tri-Partite Meeting</p>	<p>Discuss draft findings and recommendations</p>	<p>TBA</p>	<p>Chair and Vice Chair Scrutiny Officer Link Officer Independent Officer Cabinet Member Corporate Director</p>

Final Agreement of Report	Discussion of any issues raised at tri partite meeting and final agreement of report	5 December 2011	Select Committee Cabinet Member Corporate Director Link Officer Independent Officer
Consideration of Report by Executive Scrutiny Committee	Presentation of report by Chair	31 January 2012	Executive Scrutiny Committee
Report to Cabinet	Presentation of report by Chair	9 February 2012	Cabinet