

**EIT Fair Access to Care Scrutiny Review****Project Plan**

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KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
<b>Scoping of Review Draft Project Plan</b>	Research Informal Discussions	<b>Ahead of tri-partite</b>	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>8 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</b>			
<b>Obtaining Evidence Baseline/Challenge</b>	Submission of evidence in response to key questions Select Committee conduct challenge and identify further information requirements  - Evidence from: Ruth Hill, Initial Baseline IDeA research  - Additional Baseline Data - Complaints (Margaret Madden)	<b>18 May</b>  <b>22 June</b>	Select Committee  Select Committee

	<ul style="list-style-type: none"> <li>- Additional Baseline Data - update</li> <li>- Legal Advice – Sheila Pearson</li> <li>- Experiences of other authorities <ul style="list-style-type: none"> <li>- Middlesbrough BC</li> </ul> </li> </ul>	<b>3 August</b>	Select Committee
	<ul style="list-style-type: none"> <li>- Experiences of other authorities <ul style="list-style-type: none"> <li>- Sunderland City Council</li> <li>- Summary of responses</li> </ul> </li> </ul>	<b>14 September</b>	Select Committee
<b>Stage 3</b>			
<b>Identify opportunities for EIT</b>	Submission of evidence in response to key questions Select Committee consider and challenge options for EIT	<b>26 October</b>	Select Committee
<b>Stage 4</b>			
<b>Review Options/ Agree way forward</b>	Members decide findings and recommendations	<b>14 December</b>	Select Committee
<b>Circulate Draft Report to Contributors</b>		<b>Following Stage 4 Meeting</b>	Scrutiny Officer
<b>Tri-Partite Meeting</b>	Discuss draft findings and recommendations	<b>18 December</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	<b>25 January 2010</b>	Select Committee

Version: 1 July 09

	meeting and final agreement of report		Cabinet Member Corporate Director Link Officer Independent Officer
<b>Consideration of Report by Executive Scrutiny Committee</b>	Presentation of report by Chair	<b>[16 February 2010]</b>	Chair Executive Scrutiny Committee
<b>Stage 5</b>			
<b>Report to Cabinet</b>	Presentation of report by Chair	<b>11 February 2010</b>	Chair Cabinet