

**PROJECT PLAN FOR MENTAL HEALTH SERVICES / PROVISION PROJECT**

<b>Plan Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Commenced</b>	<b>Date Completed</b>
	Proposed Scoping of the review	O & S Officer		
	Proposed Project Plan for the Review	O & S Officer		
	Agree Proposed Scoping and project plan	Chairman of Review		
End of June	Submit Proposed Scoping and Project plan to Essex HOSC for agreement and delegation of powers	O & S Officer		
Mid July	Essex HOSC to grant delegated powers to Review Committee to undertake delegated study.			
By end of July	Health Research Manager, Essex County Council to write to the NHS and other interested bodies to advise that RDC Review Committee will be undertaking this study under delegated powers.			
13/08/07	<b>Commence initial evidence gathering</b>	Chairman & O & S Officer		
13/08/07	Chairman of Review Committee to write to key local stakeholders as follows:- <ul style="list-style-type: none"> <li>• South Essex Partnership NHS Foundation Trust</li> <li>• South East Essex Primary Care Trust</li> <li>• Local Public &amp; Patient Involvement Forum</li> <li>• Local Patients Groups</li> <li>• Police</li> </ul> to seek written evidence/comments	Chairman & O & S Officer		
20/08/07	Insert advert in local press inviting views and comments from the public.	O & S Officer		

31/09/07	Written views and comments to be received back			
1/10/07	Review written submissions received	Chairman / O & S Officer		
1/10/07-15/10/07	Prepare and print Information Pack	O & S Officer		
By 15/10/07	Finalise List of witnesses	Chairman / O & S Officer		
16/10/07	Invite witnesses to attend meeting on 11 December and enclose Witness Information Pack	Chairman / O & S Officer		
16/10/07	Send Information Pack to Review Committee Members and ask for suggestions for questions to be included in Witness Question Plan	O & S Officer		
01/11/07	Finalise witness Question Plan and send copies to Witnesses and the Panel	Chairman / O & S Officer		
3/12/07	Formal Agenda for Review Committee meeting to be issued	O & S Officer		
11/12/07	Review Committee meeting			
12/12/07	<b>Completion of Investigation phase</b>			
By 17/12/07	Agree draft topics to be covered and draft recommendations with Chairman and Vice Chairman	Chairman / O & S Officer		
17/12/07	Circulate Draft recommendations to the rest of the Committee	O & S Officer		
17/12/07-30/12/07	Preparation of draft of final report	Chairman / O & S Officer		
31/12/07	Circulation of draft report	O & S Officer		
16/01/08	Last day for amendments			
21/01/08	Circulation of Final report to Committee	O & S Officer		
12/02/08	Final Report and Recommendations to be formally agreed	Committee		
13/02/08	Report and Recommendations submitted to Essex HOSC for consideration at its next available meeting	O & S Officer		