

**PROJECT PLAN FOR CLIMATE CHANGE REVIEW**

<b>Plan Date</b>	<b>Action</b>	<b>Date Commenced</b>	<b>Date Completed</b>
WB 18 June 07	Scoping of the review		
WB 18 June 07	Project Plan Review		
WB 25 June 07	Agree Scoping and project plan by Chairman and Vice Chairman		
17 July 07	Agree Scoping and project plan by Review Committee		
18 July 07	<b>Commence initial evidence gathering</b>		
WB 23 July 07	Contact Essex County Council Environmental Resources Manager		
WB 23 July 07	Contact the Carbon Trust		
WB 23 July 07	Contact the Energy Saving Trust		
WB 23 July 07	Contact those Authorities Identified in the Scoping Document		
WB 23 July 07	Contact Authorities in Thames Gateway		
11 September 07	Review Committee meeting – Presentations from RDC & Essex CC		
9 October 07	Review Committee meeting – Presentations by other identified bodies		
6 November 07	Review Committee meeting – Assessment of best practices		
7 November 07	<b>Completion of Investigation phase</b>		
8 November 07	Preparation of draft of final report		
7 January 08	Circulation of draft report		
21 January 08	Last day for amendments		
28 January 08	Circulation of Final report to Review Committee Members		
12 February 08	<b>Acceptance of report by Review Committee</b>		
13 February 08	Recommendations passed to Executive Board/policy committee /full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.