

**PROJECT PLAN FOR NEW POLITICAL DECISION MAKING STRUCTURE REVIEW**

<b>Plan Date</b>	<b>Action</b>	<b>Date Commenced</b>	<b>Date Completed</b>
WB 4 Jun 07	Scoping of the review		
WB 4 Jun 07	Project Plan Review		
WB 11 Jun 07	Agree Scoping and project plan by team		
17 July 07	Agree Scoping and project plan Review Committee		
WB 11 Jun 07	<b>Commence initial evidence gathering</b>		
WB 11 Jun 07	Arrange initial team meeting		
At team meeting	Agree roles and responsibilities		
At team meeting	Prepare questionnaires for Public speakers and members of the public at Area Committees		
At team meeting	Team to approve questionnaires		
At team meeting	Decide on the way the questionnaires will be circulated		
WB 11 Jun 07	Start tracking of the Executive Board Decisions against forward Plan		
WB 11 Jun 07	Start tracking of the Executive Board Decisions against Key Policies & decisions		
WB 11 Jun 07	Start monitoring issues being raised at the Area Committees		
WB 3 Dec 07	Prepare letter for Parish Council Representatives to obtain their feedback on Area Committees		
WB 3 Dec 07	Prepare letter for Police Representatives to obtain their feedback on Area Committees		
WB 3 Dec 07	Prepare letter for other bodies attending Area Committees to obtain their feedback		
WB 3 Dec 07	Prepare letter for Area Committee Lead Officers to obtain their feedback		
WB 31 Dec 07	Team meeting to analyse feedback from public and other attendees.		
WB 31 Dec 07	Decide on other witnesses for Review Committee meeting from feedback received.		
WB 31 Dec 07	Invite Chairman of the Executive Board to Review Committee meeting		

WB 31 Dec 07	Invite Area Committee Chairmen to Review Committee meeting		
WB 31 Dec 07	Prepare list of initial questions for Review Committee meeting		
12 Feb 08	Meeting with Chairman of Executive Board		
12 Feb 08	Meeting with Area Committee Chairmen		
12 Feb 08	<b>Completion of Investigation phase</b>		
13 Feb 08	Preparation of draft of final report		
1 Mar 08	Circulation of draft report		
20 Mar 08	Last day for amendments		
1 Apr 08	Circulation of Final report to Review Committee Members		
15 Apr 08	<b>Acceptance of report by Review Committee</b>		
16 Apr 08	Recommendations passed to 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.