

## Outline Project Plan

Task	By Whom	Planning Date	Event Date	Completed Date
Project Plan	Lead Officer	06/07/15	29/07/15	30/07/15
Develop Communication Plan	Lead Officer	06/07/15	Ongoing	September
Develop Scrutiny Development Plan	Lead Officer	30/07/15	Ongoing	October 2015
Call for Evidence – Written Evidence	Lead Officer	03/08/15		
Making a difference through overview and scrutiny - <b>Seminar</b>	Lead Board member and DSO Lead Officer Support	15/07/15	12/08/15	Output fed into Scrutiny Development Plan
Peer Review – (share webcast and receive feedback (Other Local Authorities)	Lead officer and DSO	N/A	19/08/1	Output fed into Scrutiny Development Plan
Training Rights and Responsibilities and the 21 <sup>st</sup> Century Councillor - <b>Seminar</b>	Lead Board member and DSO Lead Officer support	12/08/15	02/09/15	Output fed into Scrutiny Development Plan
Developing External Scrutiny – <b>Witness Session</b>	Board Members, DSO and Lead Officers.	12/08/15	09/09/15	Output fed into Scrutiny Development Plan
Public Engagement in Overview and Scrutiny - <b>Seminar</b>	Lead Board member and DSO Lead Officer support	27/08/15	30/09/15	Output fed into Scrutiny Development Plan
Scrutiny Support Arrangements (based on development plan requirements)- <b>Seminar</b>	Lead Board member and DSO Lead Officer support		07/10/15	Output to fed into Scrutiny Development Plan
<b>Co-operative Scrutiny Board-Business Meeting – Sign off</b>	Co-operative Scrutiny Board		21/10/15	Development Plan forwarded to Council for agreement
Council (following consultation with Constitutional Review Group)			23/11/15	