

APPENDIX 3

CAA Area Assessment - timetable

	Area Assessment - key activities	Who	Start date	End date	RAG
1	Prepare grid with requirements for self evaluation (listing requirements, evidence, gaps)	E Pelekanos /H Pugh /C Piscina / M Connolly	10-Nov-08	30-Nov-08	Complete
2	PMG to be overseeing body for for Area Assessment. PMG to nominate representatives from agencies/theme boards who understand partnership activity, to prepare assessment	S Kemp		20-Jan-09	
3	PMG to nominate a chair for the working group	PMG		20-Jan-09	
4	Set up working group with lead from each agency - monthly meetings till May 2009	S Kemp / E Pelekanos	01-Feb-09	01-May-09	
5	Arrange policy conversation on CAA	H Pugh / Z Chaudhry		31-Mar-09	
6	Sections of the Area Assessment drafted and agreed by relevant representatives for:				
7	Safer communities		01-Feb-09	07-May-09	
8	Being healthy and well supported		01-Feb-09	14-May-09	
9	Area well kept and environmentally sustainable		01-Feb-09	21-May-09	
10	Strong local economy		01-Feb-09	05-May-09	
11	Cohesive local communities and equalities		01-Feb-09	15-May-09	
12	Meeting housing need		01-Feb-09	11-May-09	

	<b>Area Assessment - key activities</b>	<b>Who</b>	<b>Start date</b>	<b>End date</b>	<b>RAG</b>
13	Well-being of children and young people and supporting families			19-May-09	
14	Collate Area Assessment self evaluation compiled	E Pelekanos/ H Pugh/ C Piscina	05-Jan-09	12-May-09	
15	Draft self evaluation submitted to:				
16	SMT				
17	CEMB	S Kemp		19-May-09	
18	PMG	S Kemp		01-Jun-09	
19	CAB	S Kemp		28-May-09	
20	HSP	S Kemp		16-Jun-09	
21	Submit self assessment and evidence to auditors	E Pelekanos	Jul-09	Aug-09	
	<b>Audit &amp; verification of Area Assessment</b>				
22	Latest available information including summer educational attainment gathered	Joint Inspectorate		15-Sep-09	
23	Draft reports, including red and green flags, prepared	Joint Inspectorate		30-Sep-09	
24	Key issues discussed with local partners. Final quality assurance.	Joint Inspectorate		Oct-09	
25	Draft reports shared with partners	Joint Inspectorate	Oct-09	Nov-09	
26	Challenge area assessment (if necessary)	Local partnership & local authority		Nov-09	
27	CAA reports published	Joint inspectorate	♦	30-Nov-09	