

HEALTH SCRUTINY ACTION LEARNING PROJECT – PROJECT PLAN/TIMETABLE

No.	Task	Start date	Finish date
1.	Stage 1; Development and Preparation		
1.1	Appointment of support on Action Learning <ul style="list-style-type: none"> Get quotes by 19 May 	8 May	26 May
1.2	Setting up of Project Steering Group	8 May	26 May
1.3	Appointment of Chair of Review Panel	8 May	26 May
1.4	First Meeting of Project Steering Group (PSG) <ul style="list-style-type: none"> Development of terms of reference and scope for Action Learning Project Development of scope and terms of reference of review project Identification of key stakeholders and witnesses Development of proposals for public and patient involvement Development of brief for consultation element Set up programme of meetings etc. 		26 June
1.5	Meeting of members of review panel to consider proposals from the Chair and make recommendations for Overview and Scrutiny Committee		5 September
1.6	Approval of final arrangements for project by Overview and Scrutiny Committee		12 September
2.	Stage Two - Review Process		
2.1	Meeting 2 of PSG		18 September
2.2	Meeting 2: Learning Disability Partnership to provide a scene setting presentation including: <ul style="list-style-type: none"> How the partnership works Definition of PMLD Health issues and how they affect people with LD Role of primary health care 		3 October
2.3	Meeting 3; MENCAP/Markfield Project/HAIL/PPI Forum		31 October
2.4	Meeting 3 of PSG		16 November
2.5	Meeting 4; Feedback from consultation		16 November
2.6	Meeting 5 PCT and GPs		11 December
2.7	Meeting 4 of PSG	18 December	21 December
2.8	Meeting 5: Plenary session - Conclusions and recommendations		18 January
3.	Presentation of Conclusions and Recommendations		
3.1	Writing up of report	22 January	1 February
3.2	Report circulated to Chair and panel for comment	5 February	12 February
3.3	Final PSG Meeting	26 February	2 March

3.4	Circulated to officers/partner organisations for comments on factual accuracy	26 February	12 March
3.5	Scrutiny review and action learning reports submitted to Overview and Scrutiny Committee		27 March
4.	Follow up of Review		
	Executive/Partnership response to recommendations		
	Overview and Scrutiny receives progress report on implementation of recommendations		