

## HEALTH SCRUTINY ACTION LEARNING PROJECT – PROJECT PLAN/TIMETABLE

No.	Task	Start date	Finish date
<b>1.</b>	<b>Stage 1; Development and Preparation</b>		
1.1	Appointment of support on Action Learning <ul style="list-style-type: none"> <li>• Get quotes by 19 May</li> </ul>	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"> <li>• Development of terms of reference and scope for Action Learning Project</li> <li>• Development of scope and terms of reference of review project</li> <li>• Identification of key stakeholders and witnesses</li> <li>• Development of proposals for public and patient involvement</li> <li>• Development of brief for consultation element</li> <li>• Set up programme of meetings etc.</li> </ul>		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
<b>2.</b>	<b>Stage Two - Review Process</b>		
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"> <li>• How the partnership works</li> <li>• Definition of PMLD</li> <li>• Health issues and how they affect people with LD</li> <li>• Role of primary health care</li> </ul>		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 6: Plenary session - Conclusions and recommendations		18 January
<b>3.</b>	<b>Presentation of Conclusions and Recommendations</b>		
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
<b>4.</b>	<b>Follow up of Review</b>		
	Executive/Partnership response to recommendations		
	Overview and Scrutiny receives progress report on implementation of recommendations		