

**Overview and Scrutiny Board Task Group - Timetable**

<b>Key Stage</b>	<b>Start Date</b> <i>(agenda despatch)</i>	<b>Finish Date</b> <i>(meeting)</i>	<b>Completed?</b>
1. <i>Proposal to the Board</i>			
2. <i>Chairman elected by the Board</i>			
3. <i>Invitation to all relevant Members of the Council and Group Leaders</i>			
4. <i>Draft TOR discussed with Head of Service</i>			
5. <i>Draft TOR, Timescale and Membership approved by the Board</i>			
6. <i>First meeting of Task Group to agree Work Plan and Timetable.</i>			
7. <i>Evidence sessions start/finish</i>			
8. <i>Consideration of draft recommendations and conclusions by the Task Group.</i>			
9. <i>Consideration of draft report and recommendations by the Task Group.</i>			
10. <i>date of the Equalities and Diversity Forum / despatch date (if applicable)</i>			
11. <i>Comments on technical accuracy by the Head(s) of Service / external agencies</i>			
12. <i>CMT Meeting /agenda despatch date</i>			
13. <i>Agreement of draft report and recommendations by the Task Group</i>			
14. <i>Date of the Overview and Scrutiny Board to agree the draft report and recommendations / agenda despatch date.</i>			
15. <i>Date of Leader's Group / despatch date.</i>			
16. <i>Date of Cabinet meeting to agree/amend /reject recommendations &amp; Cabinet Response and Executive Decisions / despatch date</i>			
17. <i>Cabinet Response presented to Overview and Scrutiny Board.</i>			
18. <i>Date of consideration by external decision makers to agree/amend/reject recommendations &amp; Executive Response and Executive Decisions / despatch date</i>			
19. <i>Date of consideration by full Council &amp; Policy and Budgetary Decisions / despatch date (if applicable)</i>			
20. <i>Deadline for Executive Response / Action Plan(s)</i>			
21. <i>Date of 12 month review of Implementation of Executive Actions Plan(s) and agreed recommendations.</i>			