

ID	Task Name	Start	Qtr 1, 2019			Qtr 2, 2019			Qtr 3, 2019			Qtr 4, 2019			Qtr 1, 2020			Qtr 2, 2020			Qtr 3, 2020	
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1	<b>Review Planning</b>	<b>Tue 29/01/19</b>																				
2	SMB sign off Terms of reference	Tue 29/01/19																				
3	Initial meeting with HTS	Thu 14/02/19																				
4	Initial meetings with HDC Project leads	Mon 18/02/19																				
5	First joint meeting of Project Group	Mon 18/02/19																				
6	Article in WIS regarding project, timescales and outcomes	Mon 11/02/19																				
7	Agree reporting template and frequency for SMB	Fri 08/02/19																				
8	Agree reporting template and frequency for Members	Fri 08/02/19																				
9	Project Group agree programme and deadlines for work streams	Thu 31/01/19																				
10	<b>Communications</b>	<b>Mon 11/02/19</b>																				
11	Initial PH Briefing	Mon 11/02/19																				
12	Initial whole member briefing	Mon 11/02/19																				
13	Initial staff briefing	Mon 11/02/19																				
14	April briefings issued	Mon 15/04/19																				
15	June briefings issued	Mon 10/06/19																				
16	August briefings issued	Mon 12/08/19																				
17	September briefings issued	Mon 23/09/19																				
18	November briefings issued	Mon 18/11/19																				
19	<b>Evidence collection and Review</b>	<b>Mon 11/03/19</b>																				
20	File sharing facility set up	Mon 11/03/19																				
21	<b>Budgetary control and management</b>	<b>Tue 30/04/19</b>																				
22	<b>1. Review of ASC</b>	<b>Fri 31/05/19</b>																				
23	Evidence base submission deadline	Tue 04/06/19																				
24	Review Period	Mon 03/06/19																				
25	<b>2. Demonstrate value of future third party works</b>	<b>Tue 30/04/19</b>																				
26	Evidence base submission deadline	Fri 14/06/19																				
27	Review Period	Mon 17/06/19																				
28	<b>3. Demonstrate plans for supply chain management</b>	<b>Wed 01/05/19</b>																				

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29	Evidence base submission deadline	Wed 01/05/19																				
30	Review Period	Mon 27/05/19																				
31	<b>4. Demonstrate midterm investment plan</b>	<b>Fri 14/06/19</b>																				
32	Evidence base submission deadline	Fri 14/06/19																				
33	Review Period	Mon 17/06/19																				
34	<b>5. Payment mechanism</b>	<b>Sun 30/06/19</b>																				
35	Evidence base submission deadline	Sun 30/06/19																				
36	Review Period	Mon 01/07/19																				
37	<b>6. Succession planning</b>	<b>Thu 23/05/19</b>																				
38	Evidence base submission deadline	Thu 23/05/19																				
39	Review Period	Fri 24/05/19																				
40	<b>7. Innovation/Entrepreneurial</b>	<b>Mon 03/06/19</b>																				
43	<b>8. KPIs</b>	<b>Tue 30/04/19</b>																				
44	Evidence base submission deadline	Tue 30/04/19																				
45	Review Period	Wed 01/05/19																				
46	<b>Governance arrangements</b>	<b>Mon 11/03/19</b>																				
47	<b>9. Adherence with governance documents</b>	<b>Mon 01/04/19</b>																				
48	Evidence base submission deadline	Mon 01/04/19																				
49	Review Period	Tue 02/04/19																				
50	<b>10. Adherence with services agreement obligations</b>	<b>Mon 01/04/19</b>																				
51	Evidence base submission deadline	Mon 01/04/19																				
52	Review Period	Tue 02/04/19																				
53	<b>11. Adherence with statutory and regulatory requirements</b>	<b>Wed 01/05/19</b>																				
54	Evidence base submission deadline	Wed 01/05/19																				
55	Review Period	Thu 02/05/19																				
56	<b>12. Process for strategic direction (Business plan)</b>	<b>Mon 01/04/19</b>																				
57	Evidence base submission deadline	Mon 01/04/19																				
58	Review Period	Tue 02/04/19																				

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59	<b>13. Internal culture</b>	<b>Fri 21/06/19</b>																				
62	<b>14. Relationship with Harlow Council</b>	<b>Mon 01/07/19</b>																				
63	Evidence base submission deadline	Mon 01/07/19																				
64	Review Period	Tue 02/07/19																				
65	<b>15. External Reputation</b>	<b>Mon 01/07/19</b>																				
66	Evidence base submission deadline	Mon 01/07/19																				
67	Review Period	Tue 02/07/19																				
68	<b>Evaluation</b>	<b>Mon 02/09/19</b>																				
69	Project group agree programme and deadlines for evaluation	Mon 02/09/19																				
70	Evaluation period	Mon 02/09/19																				
71	<b>Outcome Reporting to SMB</b>	<b>Mon 02/12/19</b>																				
72	Initial outcome report agreed by Project Group	Mon 25/11/19																				
73	Initial outcome report to SMB	Fri 29/11/19																				
74	Interim outcome report agreed by project group	Wed 04/12/19																				
75	Interim outcome report to SMB	Mon 09/12/19																				
76	Final outcome report agreed by Project Group	Mon 16/12/19																				
77	Final outcome report to SMB	Mon 06/01/20																				
78	<b>Outcome reporting to Members</b>	<b>Mon 06/01/20</b>																				
79	SMB sign off final outcome report and summarised report to Cabinet	Thu 09/01/20																				
80	Cabinet report to Corporate Support	Wed 09/01/20																				
81	January Cabinet meeting	Thu 23/01/20																				
82	<b>Contract Review Meeting</b>	<b>Mon 06/01/20</b>																				
83	Contract review meeting with HTS held - agree timetable for next steps	Fri 31/01/20																				
84	<b>Finalisation of contract determination/extension</b>	<b>Mon 03/02/20</b>																				
85	Agree terms for extension - if desired	Mon 03/02/20																				
86	Final contract documents drawn up for extension - if desired	Mon 30/03/20																				
87	Deadline for signing of contract extension or confirming determination of contract after end of year 5	Wed 01/07/20																				