## 3

Task	Lead Officer	Start Date	End Date		Dec-	-10			lan	-20			Feb	-20		Ma	r-20			۸n	or-20	n		
Task	Leau Officer	Start Date		1	Dec		19.12	6.01			27.01	3.02		17.02 2	4.02			23.3	1.04			.04 20.04		
1. Project Scope								5.01	10.01	10.01		5.01	-0.01				10.05		1.04	0.04	13.	.0-720.04		
Scope	JS		08.01.2020					8.01											1					
Agree timelines, witnesses and activities	JS		19.12.2019					0.01																
Email to Chair write to Board Members to agree			10.12.2010																					
membership and lead roles (Draft see 1a)	JS							8.01																
Officer Group meeting - Scope										20.04													Confirm what the core group can bring to the table in terms of evidence gathering and social media	Arrange to inform Joyce Underhill
2. Develop online Activities										20.01													Ineula	
Meeting with communication team (see 2)	AG/JS		-					-	13.01															
Instagram	70/30					-		_	15.01									-			-			
Survey Monkey																					-			
Twitter																					-			
I want to Postcard		-																-						
		-																					Agree who does what - visits,	
3. Work Group meeting - Scope	JS											5.02						1					forums, media, drop ins	Date to be confirmed
Evidence Gathering												- 5.02												Sale to be committed
Desk top and prepare report to CSE Board - Scene																	1		1					
setting report / presentation to agree the scope (see																		1	1	1				
3)	DB							Pren	Draft	final								1						
4. CSE Scrutiny Board Meeting - Background		1	1 1					- ap	onn								1	1	1	<u> </u>	+			
report and scope											27.01							1	1	1				
5. Existing Forums (see 4)	1	1		-		-					101	3.02						1	+	-				
6 - Site Visits Create a template for Members to												5.02						-			-			
complete online when visiting a Youth Services																								
site in Sandwell. Arrange a visit to the Way and VCS youth facilities. (see 5)													10.02	21.02										
· · · ·																								
7. Drop in 'Café work shops : 4 tables (see 6)															24.02									
Officer meeting - catch up, consider social media feedback and agree questions for question time?														те	ac.									
8 - 'Question Time - at SHAPE? ask about the Challenges / Constraints and Budget (see 7)																								
																2.03								
Evaluation of Evidence																								
9 - Team work through the evidence and produce findings table (see 8)																9.03								
Work Group meeting - Review evidence, analysis and draw conclusions																твс								
Prepare review report and presentation - findings options and implications of the recommendations (see 9) Is current provision enough - if not how much more and options																9.03								
Final report to Board																9.03								
10 Childrens Services and Education Scrutiny Board - Presentation and Recommendations to Senior Officers, Executive Members and Scrutiny Board																	16.0	3						
11 - Final Report to April Cabinet meeting																								
12. Evaluation of process and learning feed back to Scrutiny Review Working Group / scrutiny processes.(see 10)																								
13 - Executive response to CDE Scrutiny Board June 2020																								
14 - Monitor outcomes to feed into Annual Report																								