

**Project plan for O&S Committee's review into Members' Expenses and Hospitality**

<b>Action</b>	<b>By who?</b>	<b>By when?</b>
Agree scope	Committee	03/07/2013
Members consider the areas they have taken on and do own research/ask for info/data from officers and external sources	O&S Committee Members	05/08/2013
Draw up project plan	Scrutiny Officer	10/07/2013
Book diary room bookings	Scrutiny Officer	12/07/2013
Scrutiny Officer send a note to Members reminding them of which areas they are leading on and setting a deadline for info requests(19 July)	Scrutiny Officer	08/07/2013
Members identify what information and background documents they require from officers	O&S Committee Members	19/07/2013
Officers circulate the information/background documents that Members have requested	Jackie Cansick/Scott Crudgington	02/08/2013
Members meet together informally to discuss what they have found/help each other clarify questions. (Will this need co-ordinating?)	O&S Committee Members/ Scrutiny Officer	05/08/2013
Members email questions for witnesses to Scrutiny Officer by an agreed cut off date in August (provisionally Fri 9 August) Scrutiny Officer will coordinate a written response and supply this to the Committee by late August	O&S Committee Members	09/08/2013
Scrutiny Officer line up witnesses etc and prep for 1 day review in September - By 10 July for those already identified	Scrutiny Officer	Partially by 10/07/2013
Draw together agenda for the day. To include programme of questions/Lead Members x 2 a.m. and evaluation session and draft recommendations.	Committee Administrator/Scrutiny Officer	15/08/2013
Hold a one day review late August (Thursday 29)	Committee Administrator/Scrutiny Officer/O&S Committee	29/08/2013
Present draft recs & report to 16 Oct OSC - deadline 1 Oct for Member comment - agenda dispatch 8 Oct	Scrutiny Officer	01/10/2013
Circulate agree final report and recs post O&S meeting	Scrutiny Officer	21/10/2013
2 months for formal response – Nov/Dec	Scrutiny Officer	20/12/2013
January – consider formal response at O&S	Committee Administrator/Scrutiny Officer/O&S Committee	23/01/2014
Revisit 6months/1 year on for implementation recs monitoring	Scrutiny Officer	01/10/2014