

**Timetable of Key Dates, Events and Tasks**

<b>Date</b>	<b>Event or Action</b>	<b>Progress</b>
21.02.03	Issue CPA Preparation initial paper with Cabinet Agenda for 05/03	Achieved
24 - 28 02.03	Complete initial document assembly for gap analysis	Information collated rather than all documents.
26.02.03	Council budget meeting - obtain budget approval for support costs	Achieved
28.02.03	CX Annual talk to staff session 1 - plus staff attitude survey	Achieved
03.03.03	CX Annual talk to staff sessions 2 & 3 - plus staff attitude survey	Achieved
04 – 07 03.03	Staff attitude survey form completion by staff not at CX talks	Achieved (response rate low)
05.03.03	Cabinet agree general approach to CPA preparation	Report agreed
05.03.03	Cabinet to approve appointment of consultants for Stock Condition Survey	Achieved
05 – 07 03.03	Agree brief for and evaluate consultants for member/staff input to self-assessment	Achieved
10.03.03	Appoint internal consultation consultant/facilitator	Achieved – Marketing Sciences appointed
10 - 14 03.03	Analyse staff attitude survey results	Achieved – reported to CMT 18.03.03
21.03.03	Consider results of staff attitude survey with consultant, and decide on any further staff input required for self assessment	Achieved – no further staff input planned at this stage.
17 - 28 03.03	Consult Council on self-assessment issues: (a) focus group - proportional group of non-cabinet members (b) open session for all members	Focus Groups taking place 02 and 03.04.03.
01.04.03	Public Sector Stock Condition Survey commences	
01.04.03	Build up self assessment documentation and initial conclusions	Review of documentation reported to CMT 08.04.03
01.04.03	National District CPA Reference Group - results from 'pilots'	CX attended. Feedback to CMT 08.04.03
15.04.03	LSP Meeting - Consult LSP partners on self assessment issues	Meeting appraised of current progress but too early to raise self-assessment issues.
16.04.03	Initial report to Council and sounding of members of self assessment issues - probably 5.30 p.m. workshop prior to full Council	Workshop held and well attended.
18 - 21 04.03	Easter Bank Holiday week-end	

<b>Date</b>	<b>Event or Action</b>	<b>Progress</b>
28 – 30 04.03	Document assembly for inspection of High Quality Environment Best Value Review (12 - 15 May)	Unlikely to be required – inspection cancelled by Relationship Manager.
28.04.03 – 08.05.03	Draft self assessment report	Achieved
01.05.03	District elections	
05.05.03	Early May Bank Holiday	
05.05.03 – 08.05.03	Consult External Auditor as 'critical friend' on draft self assessment	Not pursued as updated guidance indicates that external auditors will be feeding into the overall assessment and should therefore not act in the role of 'critical friend'
<b>07.05.03</b>	<b>Informal Member Officer Group considers draft documentation.</b>	<b>Achieved</b>
09.05.03	Issue draft self-assessment report with Cabinet agenda for 21 May	Achieved
09.05.03 – 20.05.03	Consult LSP partners on draft self assessment content	
09.05.03 – 20.06.03	District Local Plan public consultation period	
12.05.03 – 15.05.03	High Quality Environment Best Value Inspection	Cancelled by Audit Commission
<b>14.05.03</b>	<b>Benefits questionnaire submitted to BFI</b>	
16.05.03	Best Value Performance Plan draft to CMT for clearance	
20.05.05	CMT sign off draft Best Value Performance Plan	
21.05.03	Cabinet - approve self assessment Last day of outgoing CX/Handover to new CX	
<b>23.05.03</b> – <b>30.05.03</b>	Assemble documentation for IDeA Peer Review visit	
26.05.03	Bank Holiday	
30.05.03	Draft BVPP issued to Cabinet with agenda for 11 June	
June	LSP to consider draft Housing Strategy	
June	Consultation period on Social Inclusion draft Strategy	
<b>02.06.03</b>	Issue self assessment and documentation to IDeA	

<b>Date</b>	<b>Event or Action</b>	<b>Progress</b>
<b>09.06.03</b>	<b>Schedule for peer review finalised</b>	
11.06.03	Cabinet sign off BVPP	
<b>W/C 23.06.03</b>	<b>Council provided with self-assessment guidance, area and performance information profile as first stage of CPA Process</b>	
23.06.03 – <b>25.06.03</b>	IDeA Peer Review Visit	
<b>25.06.03</b>	<b>Initial feedback from IDeA Challenge Team</b>	
<b>25.06.03</b>	<b>Update on outcome of Peer Review given to all Councillors at seminar linked with Special Council meeting.</b>	
<b>27.06.03</b>	<b>Informal Member Officer Working Group meets to consider changes required to self assessment in light of peer challenge.</b>	
<b>W/C 30.06.03</b>	<b>Programme for meetings in run up to the CPA team's on-site work agreed.</b>  <b>Initial requests for information received from CPA team.</b>	
30.06.03 – 11.07.03	Prepare detailed interim Improvement Plan based on issues identified in IDeA Peer report; Commence initial actions of interim Improvement Plan	No longer considered feasible in light of overall timetable pressures.
30.06.03 – 11.07.03	Review self assessment if required, in light of IDeA report <b>and progress made with on-going work</b>	
01.07.03	CMT to sign off draft Housing Strategy and HRA Business Plan	
01.07.03	Consultants to provide interim results from Stock Condition Survey and initial assessment of performance against Decent Homes Standard	
14.07.03 – 22.08.03	Track actions under interim Improvement Plan, and review self assessment and evidence documentation for CPA Inspection	No longer appropriate – see substitute actions required
<b>11.07.03</b>	<b>Papers issued for CMT meeting 15.07.03, including draft of final self assessment.</b>	
<b>W/C 14.07.03</b>	<b>Formal report received from IDeA peer review</b>	
<b>W/C 14.07.03</b>	<b>Council provides details of key contacts to CPA Team</b>	
<b>15.07.03</b>	<b>CMT considers draft of final self assessment.</b>	
16.07.03	Cabinet to approve draft Housing Strategy and HRA Business Plan	
<b>18.07.03</b>	<b>Draft of final self assessment issued with Cabinet (30.07.03) and Principal Scrutiny Committee (28.07.03) agendas.</b>	
<b>W/C 21.07.03</b>	<b>Meeting between the CPA Team Leader, Chief Executive and Leader to discuss the inspection process.</b>	

<b>Date</b>	<b>Event or Action</b>	<b>Progress</b>
23.07.03	Council Meeting – possibly preceded by report back from IDeA Peer Review, with training/consultation session on self assessment	
<b>W/C 28.07.03</b>	<b>Council provides documents, initial inspection programme and details of key meetings to CPA Team</b>	
<b>28.07.03</b>	<b>Principal Scrutiny Committee considers draft final self assessment.</b>	
<b>30.07.03</b>	<b>Cabinet considers draft final self assessment, together with comments from Principal Scrutiny Committee.</b>	
<b>31.07.03 – 10.08.03</b>	Finalise all self assessment and related documentation for CPA	
31.07.03	Housing Strategy and HRA Business Plan submitted to GOSE	
<b>W/C 11.08.03</b>	Issue all self assessment and related documentation to CPA Inspection team	
25.08.03	Bank Holiday	
<b>W/C 01.09.03</b>	<b>Further documents and revised programme provided by the council.</b>	
15.09.03 – 26.09.03	Member and Officer preparation for CPA Inspection	To be revised – longer period will be required
<b>W/C 15.09.03</b>	<b>Meeting between CPA team and council to identify further documents required and finalise inspection programme.</b>	
<b>W/C 15.09.03</b>	<b>Tour of district by CPA team.</b>	
29.09.03	CPA Inspection commences	
<b>06.10.03 – 17.11.03</b>	<b>Report drafted by CPA team and subject to internal quality reviews and moderation.</b>	
<b>24.11.03 – 08.12.03</b>	<b>Draft report sent to Council, who consider report and respond.</b>	
<b>15.12.03 – 05.01.03</b>	<b>Council's response considered by CPA Team, with further moderation if required</b>	This time period has been extended to allow a two week break over the Christmas period
<b>W/C 12.01.04</b>	<b>Final report sent to Council</b>	
<b>19.01.04 – 26.01.04</b>	<b>Formal feedback meeting between Council and Relationship Manager and start of improvement planning</b>	
<b>W/C 02.04.04</b>	<b>Report published</b>	