Advice Service Review 2009

	Review Process	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10
1	Prepare PID															
2	Draft Review Timetable															
	Identify project group reps, (Children & Familes, Housing & Community Care, Policy and															
3	Regeneration, Other)															
4	project group first meeting															
5	Draft Strategic Review Questionnaire for providers															
6	Notify Providers (Attach strategic review questionnaire, request list of service users and															
	invites to user focus groups)															
7	User Consultation															
8	Project Group second meeting															
9	Collation of data (Performance, audit reports/undertake an audit, users feedback,															
	stakeholder feedback, benchmark)															
10	Report to Project Group - third meeting															
11	Circulate report (Providers, Project Group, LSC?)															
12	Agree next steps with project group - Fourth Meeting															
13	Identify wider providers and invite to market test day															
14	Market test event															
15	report for internal circulation/comments															
16	Amend report present to Project Group - Fifth Meeting															
17	Report to relevant senior group (CMT)															
18	Report to Executive															
19	Implement agreed vision															
20	re-negiotate/tender process															
	revise spec, conditions, award methodology etc															
22	write advert, PIN															
_	Draft PQQ, place advert															
	Longlist															
	Π															
	Shortlist (references etc)															
	Site visits															
	Evaluation															
	Recommendations to Exec (standstill Period)															
	Lead in period for new providers															
31	Official start of new contracts (5 years subject to satisfaction)															