

Appendix B – draft timetable for the scheme review (for implementation in 2016/17)

Activity	Date
Project scoping, develop detailed plan etc	Dec 2014
Project set-up, appoint project manager Establish key deliverables with Lead Member and senior managers Review of existing scheme	Jan 2015
Initial engagement with key stakeholder group – including Members, voluntary sector, etc Establish likely financial limitations for future scheme Establish high-level options for future scheme design (e.g. cash / card payments, second-hand goods etc)	Feb – Mar 2015
Engage with software company to establish what changes are viable within existing software	Mar 2015
Possible PCG?	Mar 2015
Development of detailed proposals and initial financial modelling to ensure viable	Mar – Apr 2015
Consultation preparation	April 2015
CMT / PCG papers	Mid-April 2015
CMT / PCG	Early May 2015
Procurement of new IT (if required)	May – Aug 2015
Consultation start	Mid May 2015
Consultation length	12 weeks
Consultation ends	Mid-August 2015
Analysis period	4 weeks

Papers for CMT / PCG	Mid September 2015
CMT / PCG	October 2015
Cabinet	November 2015 (no statutory timescale, but a major scheme change would need as long as possible to implement changes and engage with customers after the Cabinet decision)
Preparation for implementation, software testing, publicity, engagement with affected claimants etc.	November 2015 – March 2016
Go live	1 st April 2016