Lifecycle of a Review

Identifying a topic

Consultation with local stakeholders

Application of assessment criteria

Terms of Reference

Scoping to set out aim & objectives

Project Plan: who, where and when to involve

Evidence Gathering

Meeting with key stakeholders

Site Visits

Desk research

Agreeing Recommendations

Drawing conclusions and outline recommendations

Test for viability

Report Drafting

Collation of evidence

Recommendations tested with Cabinet Member / Director

Final Report

Evidence to support recommendations

First published in draft on agenda and agreed

Executive Response

Relevant Cabinet member provides response to recommendations within 1-3 months

Update

An update on recommendations provided at 6 months or as appropriate.

Progress assessed and action