**Elevate East London scrutiny review Timetable of activities**

| **Date** | **Type** | **Attendees** | **Notes** |
| --- | --- | --- | --- |
| **7 Nov 2012** | Formal meeting | PAASC | Formal meeting to accept Cabinet referral and commission an in-depth review. |
| **27 Nov 2012** | Scoping meeting | Christopher OwensJonathan Bunt | Meeting to establish how review will be progressed, including identifying points of contact in all three organisations. |
| **10 Dec 2012** | Interview | Christopher OwensSheyne Lucock | Evidence gathering interview used to identify issues from point of view of LBBD’s own Client Team. |
| **10 Dec 2012** | Advice meeting | Christopher OwensIan Fifield | Meeting to seek views of Independent Advisor to PAASC and check direction of scrutiny activities. |
| **10 Dec 2012** | Scoping meeting | Christopher OwensEldred Taylor-Camera | Fact-finding mission with lead legal officer on the joint venture, gathering background information to support scrutiny work. |
| **12 Dec 2012** | Interview | Christopher OwensSue Lees | Evidence gathering interview used to identify issues from point of view of Elevate East London. |
| **31 Jan 2013** | Site visit | Christopher OwensPAASC | Formal visit to the Barking One Stop Shop with Members to inspect front line customer services. |
| **8 Feb 2013** | Progress meeting | Christopher OwensJonathan BuntDaniel WardEldred Taylor-Camera | Meeting to catch up on progress so far, and discuss next steps in the review. |
| **13 Mar 2013** | Formal meeting | PAASC | Formal meeting to accept the Terms of Reference for the in-depth review. |
| **26 Mar 2013** | Summit | All parties | Informal summit meeting of all concerned parties to have an open discussion about the issues in hand. |
| **1 May 2013** | Formal meeting | PAASC | Formal meeting to provide Members with a progress update against the ToRs for the in-depth review. |