

SCRUTINY OF HITCHIN TOWN HALL / DISTRICT WIDE MUSEUM PROJECT DRAFT TIMELINE

TASK DESCRIPTION	STAKEHOLDERS INVOLVED
Phase 1: Planning	
Draft report for January O&S - includes scope, panel members, appt of chair, appendices of Terms of Ref, and Task & Finish principles (e.g. time limited review)	SO; S
Appointment of Independent Chair & Panel	SO; GL
Panel meeting on finalising Phase 2 details & task dates	P
Phase 2: Active Review (Indicative Dates)	
Open call for evidence in the form of witness statements	P; S
Panel review of witness statements	P
Issue invites for selected witnesses to attend panel hearing	S
Witness questions prepared by Panel	P; S
Panel hearing - 2 days	P
Review of evidence obtained from panel hearing	P
Phase 3. Evaluation & Report (Indicative Dates)	
Drafting of review report	P; S
Circulation of review report & amendments	P; S
Submission of final report to September O&S	P; S

Stakeholders

SO Senior Officers

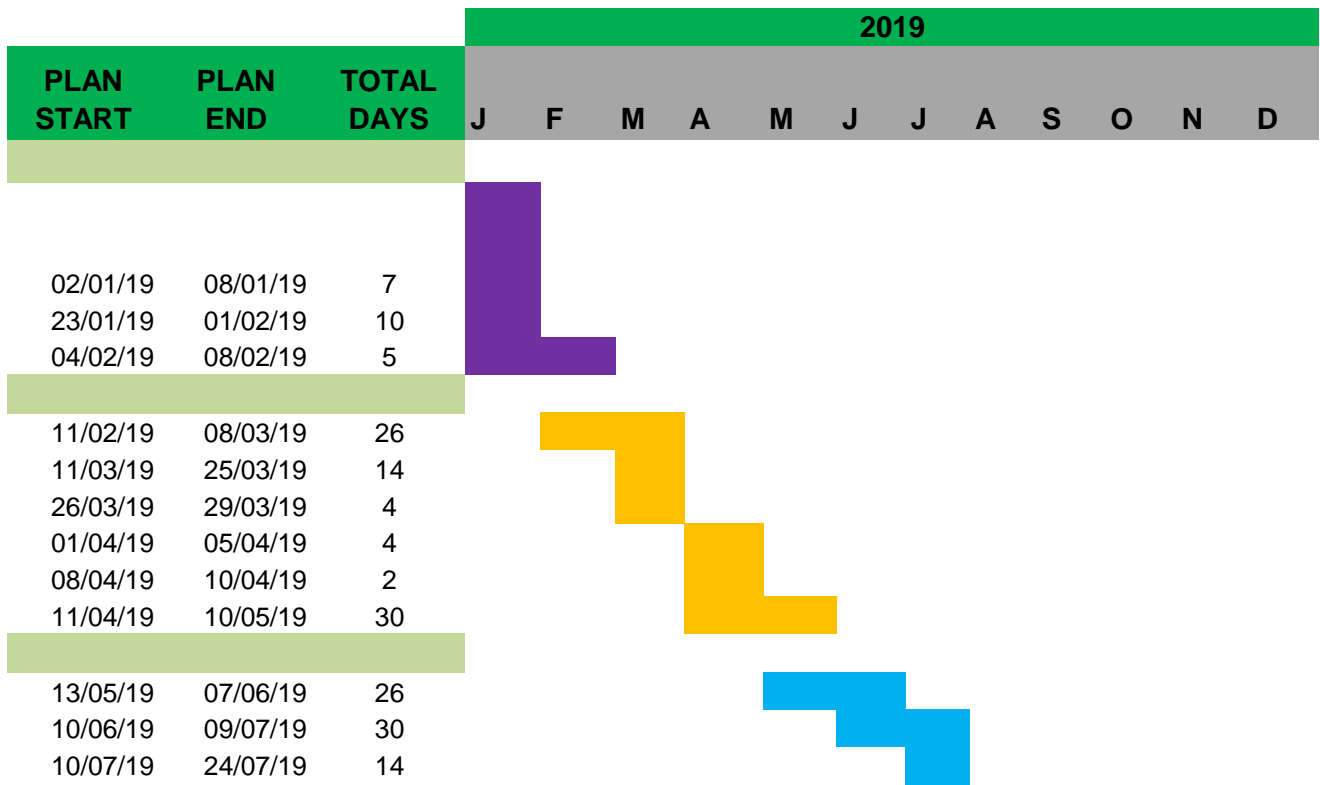
GL Group Leaders

S Scrutiny

O&S Overview & Scrutiny (

P Panel Members

OJECT



Committee