Appendix A: Project plan for refresh of SJWS

Activity	Deadline	Status	Laed Officer	Oct				Nov					Dec				Jan				Feb					Mar				Apr			
1. Finalise arrangements for workshop				**5**	**12**	**19**	**26**	**2**	**9**	**16**	**23**	**30**	**7**	**14**	**21**	**28**	**4**	**11**	**18**	**25**	**1**	**8**	**15**	**22**	**29**	**7**	**14**	**21**	**28**	**4**	**11**	**18**	**25**
Finalise date	09-Oct	Done	AR																														
Agree deadlines with LGA	09-Oct	Done	AR																														
Inform members, PDG chairs and lead officers of final details	09-Oct	Done	AR																														
2. Slough Story refresh																																	
1st Draft	16-Oct	Done	AR																														
Clear with DT & TL	27 Oct - 30 Oct	Done	DT & TL																														
Final draft	30-Oct	Done	AR																														
Send out to SWB members and PDG Chairs via LGA	30-Oct	Done	AR																														
Discuss at workshop	04-Dec		LGA																														
Finalise draft for publication online	7 - 11 Dec		AR																														
Publish refreshed Slough Story on www.slough.gov.uk	01-Jan		AR																														
3. Self assessment questionnaires for Workshop																																	
Prepare 1st Drafts of both questionnaires	02-Oct	Done	AR																														
Consultation with PDG lead officers	09-Oct	Done	AR																														
Clear with DT & TL	12 Oct - 30 Oct	Done	AR																														
Send alert email and link and invitation to complete	30-Oct	Done																															
Closing date for surveys	23-Nov		AR																														
Collate responses into single report for use at workshop	15-Nov		AR																														
Circulate survey results report to members	23-Nov		AR																														
Discuss report at workshop	04-Dec		All																														
Prepare report on workshop conclusions and recommendations	5 - 18 Dec		AR																														
Circulate workshop conclusions and recommendations report to SWB and PDG members	21 Dec - 8 Jan		AR																														
Include in progress report to SWB in January (information paper)	21-Jan		AR																**21 Jan SWB**														

4. Draft SJWS																																		
Make start on sketching out basic strategy structure	16 Nov - 4 Dec		AR																															
Desktop exercise based on report on workshop notes from workshop/conclusions and recommendations	7 - 18 Dec		AR																															
1st draft	21-Dec		AR																															
Clear with DT & TL	21 Dec - 8 Jan		DT & TL																															
Take first draft to SWB in Jan (information paper)	21-Jan		AR																21 Jan SW B															
PDG consultation on draft	22 Jan - 12 Feb		AR																															
Public consultation on draft	22 Jan - 12 Feb		AR																															
Final draft	15 - 26 Feb		AR																															
Clear with DT & TL	29 Feb - 4 March		DT & TL																															
Include final draft in report to SWB in March for sign off	11-Mar		NP																											**23 March SWB**				
5. Substructure to support delivery of SJWS																																		
Series of 1 -2 - 1's with lead officers and others to start to clarify and agree substructures	Oct - Feb (Dates TBC)		TBC																															
Include final arrangements in report to SWB in March			AR																											**23 March SWB**				
6. Outcomes plans and performance framework																																		
Series of 1 -2 - 1's with PDG chairs (& lead officers) and others to start to clarify and agree outcome plans & and performance indicators etc. to be used to monitor delivery	Dec - Feb (DATES TBC)		TBC																															
Include arrangements in report to SWB in March	11-Mar		AR																											**23 March SWB**				

7. Start coordinating meeting dates for SWB and Substructures work programmes																																	
Series of 1 -2 - 1's with PDG lead officers/democratic services	Dates TBC		TBC																														
Include arrangements in report to SWB in March	11-Mar		AR																									**23 March SWB**					
8. Revised TOR for SWB																																	
Desktop exercise based on workshop outcomes report	7 - 18 Dec		AR																														
1st draft	21-Dec		AR																														
Clear with DT & TL	21 Dec - 8 Jan		DT & TL																														
PDG consultation on draft	11 Jan - 22 Jan		AR																														
Legal /Democratic services consultation	25 Jan - 12 Feb		AR																														
Final draft	15-Feb		ar																														
Clear with DT & TL	22 Feb - 26 Feb																																
Include revised TOR in report to SWB in March	11-Mar		AR																									**23 March SWB**					
9. Launch of SJWS / refreshed SWB / supporting substructures 2016 - 2019																																	
Press release	01-Apr		AR																														
Publish SJWS on website	01-Apr		AR																														
Dedicated newsletter #7 alerting wider partnership of new arrangements	01-Apr		AR																														