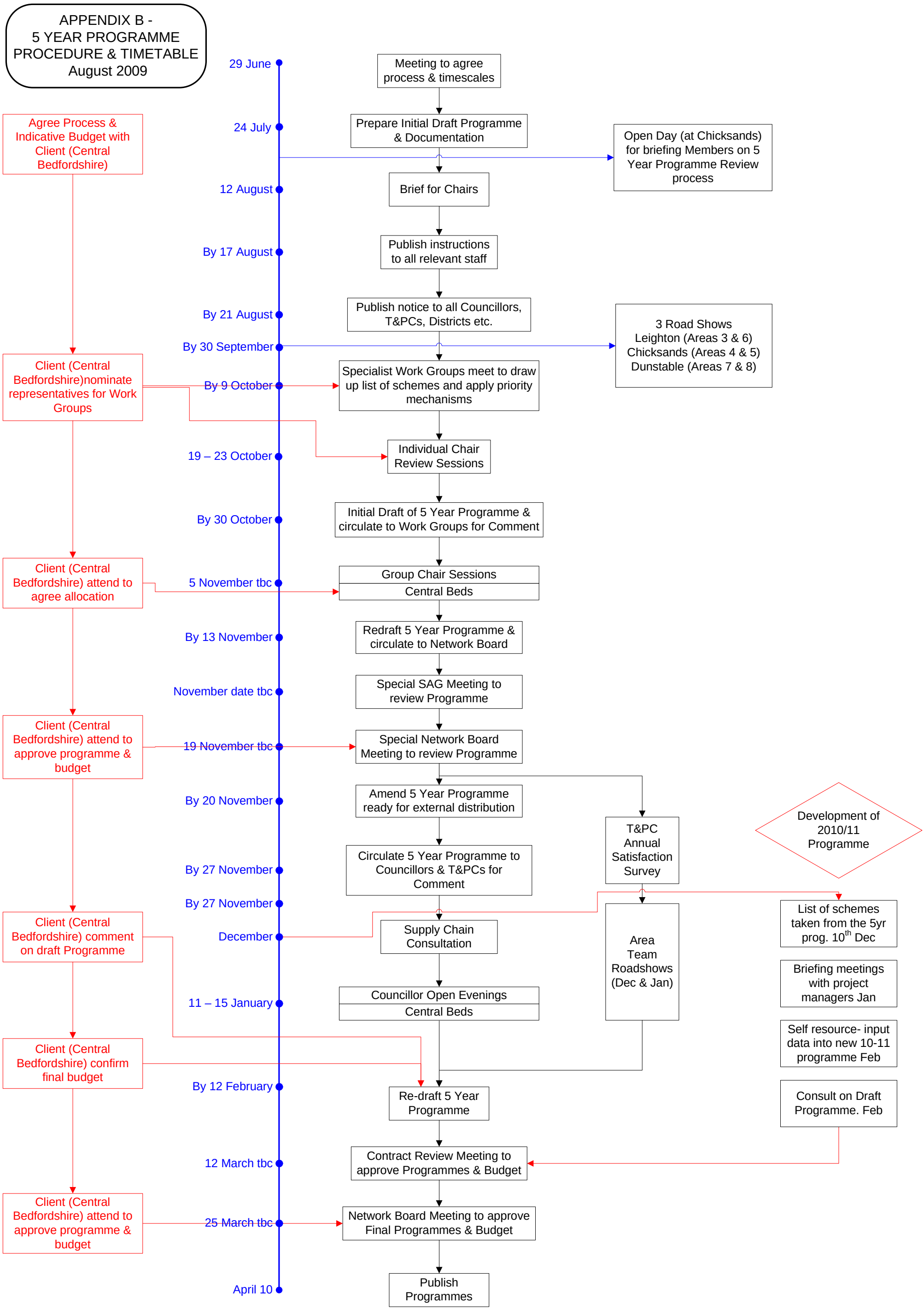
APPENDIX B -
5 YEAR PROGRAMME
PROCEDURE & TIMETABLE
August 2009
29 June
24 July
12 August
By 17 August
By 21 August
By 30 September
By 9 October
19 – 23 October
By 30 October
5 November tbc
By 13 November
November date tbc
19 November tbc
By 20 November
By 27 November
By 27 November
December
11 – 15 January
By 12 February
12 March tbc
25 March tbc
April 10
Meeting to agree process & timescales
Prepare Initial Draft Programme & Documentation
Open Day (at Chicksands) for briefing Members on 5 Year Programme Review process
Brief for Chairs
Publish instructions to all relevant staff
Publish notice to all Councillors, T&PCs, Districts etc.
3 Road Shows
Leighton (Areas 3 & 6)
Chicksands (Areas 4 & 5)
Dunstable (Areas 7 & 8)
Specialist Work Groups meet to draw up list of schemes and apply priority mechanisms
Individual Chair Review Sessions
Initial Draft of 5 Year Programme & circulate to Work Groups for Comment
Group Chair Sessions
Central Beds
Redraft 5 Year Programme & circulate to Network Board
Special SAG Meeting to review Programme
Special Network Board Meeting to review Programme
Amend 5 Year Programme ready for external distribution
Circulate 5 Year Programme to Councillors & T&PCs for Comment
Supply Chain Consultation
Councillor Open Evenings
Central Beds
Re-draft 5 Year Programme
Contract Review Meeting to approve Programmes & Budget
Network Board Meeting to approve Final Programmes & Budget
Publish Programmes
T&PC Annual Satisfaction Survey
Area Team Roadshows (Dec & Jan)
Development of 2010/11 Programme
List of schemes taken from the 5yr prog. 10th Dec
Briefing meetings with project managers Jan
Self resource- input data into new 10-11 programme Feb
Consult on Draft Programme. Feb
Agree Process & Indicative Budget with Client (Central Bedfordshire)
Client (Central Bedfordshire)nominate representatives for Work Groups
Client (Central Bedfordshire) attend to agree allocation
Client (Central Bedfordshire) attend to approve programme & budget
Client (Central Bedfordshire) comment on draft Programme
Client (Central Bedfordshire) confirm final budget
Client (Central Bedfordshire) attend to approve programme & budget