

Scoping & Timetable Document

Annex A

Date	Time	Formal or Informal	Where	What will happen/What documents will be considered	Who will be there
11.11.2010	5pm	Informal meeting of Task Group	Guildhall	<ol style="list-style-type: none"> 1. Receive presentation from the Carer's Strategy Manager 2. Scope & Timetable the Review 	Task Group Scrutiny Officer Relevant Technical Officers
01.12.2010	5pm	Formal meeting of Health OSC	Guildhall	Task Group will present scope & timetable to the Health OSC for approval	Task Group Scrutiny Officer Relevant Technical Officers
14.12.2010	4.30pm	Formal meeting of Task Group	Guildhall	<ol style="list-style-type: none"> 1. To look at good practice examples re carer identification, carer awareness raising and information provision in other areas 2. To look at current practice in York, in particular the York Strategy for Carers document 3. To receive a briefing note in relation to key partners 	Task Group Scrutiny Officer Relevant Technical Officers Representative of or information from the Princess Royal Trust for Carers (provisional), and the Regional Strategic Partnership Group on Carers. Information from the 'Higher York Policy Network'
17.12.2010	3pm	Informal meeting of the Task Group	Kathy Clark's office	1. To put together a questionnaire for carers, carers forums, and carer specialist workers, about personal experiences of identification/recognition as a carer; what has worked well and what could be improved re provision of information and support, and joined up working, to use at the forthcoming public	Task Group Scrutiny Officer Relevant Technical Officers

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				<p>event To clarify how this will be distributed, and returned.</p> <p>Plan for collation/ evaluation of resultant evidence.</p>	
06.01.2011	2pm – 6.30pm	Public Event to be held by the Task Group	Monk Bar Hotel or Central Library	To take the form of a drop in session where people can come along and talk to the Task Group about their experiences and/or complete the questionnaire	All relevant Voluntary Groups, Carers Forums etc, relevant representatives from the hospital & the PCT
10.01.2011	5pm	Informal meeting of the Task Group	Guildhall	To discuss the public event, completed questionnaires and look at any gaps that may be emerging	Task Group Scrutiny Officer Relevant Technical Officers
19.01.2011	5pm	Formal meeting of Health OSC	Guildhall	Update Report from the Task Group to the Health Overview & Scrutiny Committee	Task Group Scrutiny Officer Relevant Technical Officers
02.02.2011	5pm	Formal meeting of the Task Group	Guildhall	To discuss the information received to date with a view to formulating the recommendations arising from the review	Task Group Scrutiny Officer Relevant Technical Officers
02.03.2011	5pm	Formal meeting of the Health OSC	Guildhall	Task Group to present their final report & recommendations to the Health OSC for approval	Task Group Scrutiny Officer Relevant Technical Officers

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26.04.2011	2pm	Formal meeting of the Executive	Guildhall	Final report arising from the review to be presented to the Executive	Task Group Chair and/or Health OSC Chair Scrutiny Officer