Streetscene Grounds/Street Cleansing Contract

Reports/Decisions - Phase 1

Project Date: Mon, 26-Apr-2021

	TASK	ASSIGNED TO	PROGRESS	START	END
Phase 1	**Reports/Decisions:**				
1.1	Options Paper to Director C&N (5 options)		100%	03-Feb-21	03-Feb-21
1.2	Director comments received (2 shortlisted options)		100%	08-Feb-21	08-Feb-21
1.3	Intention to take decision report to Cabinet on 13 July.		100%	03-Mar-21	13-Jul-21
1.4	Options Report considered by Place and Environment Leadership Team	Richard Broadhead	50%	11-Mar-21	11-Mar-21
1.5	Prepare draft Cabinet Report	Richard Broadhead	0%	11-Mar-21	20-May-21
1.6	Collate additional info rqd and incorporate into Options Report. **(RB/CC away 12-16Apr)**	Richard Broadhead	0%	12-Apr-21	27-Apr-21
1.7	Complete updates to Options Report and send to Helen Clift.	Richard Broadhead	0%	28-Apr-21	28-Apr-21
1.8	Updated Options Report considered by Place Management Team.	Richard Broadhead	0%	30-Apr-21	30-Apr-21
1.9	Revise (as necessary) Options Report to go to Coroporate Leadership Team on 13 May 2021.	Richard Broadhead	0%	04-May-21	16-May-21
2	Write draft Cabinet report.	Richard Broadhead	0%	17-May-21	21-May-21
2.1	Send draft report to services identified in template checklist	Richard Broadhead	0%	24-May-21	28-May-21
2.2	Report Author to review comments from checklist recipients	Report Author	0%	31-May-21	31-May-21
2.3	Draft report to Director and Corporate Director	Richard Broadhead	0%	31-May-21	04-Jun-21
2.4	Final draft report to be submitted to Democratic Services (DemS) by 12:00 noon	Richard Broadhead	0%	02-Jun-21	02-Jun-21
2.5	DemS release agenda and draft report to CLT	DemS	0%	02-Jun-21	02-Jun-21
2.6	CLT review forward plan, agenda and draft report.	CLT	0%	03-Jun-21	03-Jun-21
2.7	Report Author to review checklist recipients' responses and refine report based on comments from CLT	Report Author	0%	04-Jun-21	04-Jun-21
2.8	Finalise draft Cabinet Report and send to Cabinet Member for sign off	Richard Broadhead	0%	04-Jun-21	04-Jun-21
2.9	Report Author release final version of report to DemS by 12:00 noon	Report Author	0%	16-Jun-21	16-Jun-21
3	DemS release report to the Cabinet Member - afternoon	DemS	0%	16-Jun-21	16-Jun-21
3.1	Richard Broadhead's last working day	-	0%	17-Jun-21	17-Jun-21
3.2	Report Author discusses report with Cabinet member	Report Author	0%	18-Jun-21	18-Jun-21
3.3	Confirm Final Report to Democratic Services for release to Cabinet Liaison for final review, 2 weeks before publication	Richard Broadhead	0%	21-Jun-21	21-Jun-21
3.4	Final report sent to DemS	Report Author	0%	23-Jun-21	23-Jun-21
3.5	DemS send draft agenda pack to Cabinet Liaison	DemS	0%	24-Jun-21	24-Jun-21
3.6	Report sign-off by Cabinet member and final sign-off by Cabinet Liaison	Cabinet member & Liaison	0%	28-Jun-21	28-Jun-21
3.7	Agenda and Report Published	TBC	0%	05-Jul-21	05-Jul-21
3.8	Cabinet Meeting and decision	TBC	0%	13-Jul-21	13-Jul-21
3.9	Submit Sourcing Plan to Commercial Board	TBC	0%	20-Jul-21	20-Jul-21
4	Commercial Board	TBC	0%	22-Jul-21	22-Jul-21