

<b>WASC PROJECT TIMETABLE</b>		
<b>DATE</b>	<b>ITEM</b>	<b>RESP</b>
5 <sup>th</sup> April 2007	Overview and Scrutiny committee accept report	Completed
May/ August 2007	Draft the School /EFDC Joint Agreement	Leisure Services
9 <sup>TH</sup> Aug.2007	Task and Finish Panel agree draft principles for the Joint Agreement and discusses the way forward with regards to management options 1) Retain In House      2) Put Out to tender	T&F
Sept. 2007	Council officers meet with Governing Body to discuss the draft Joint agreement and agree final document. Agree with School that present arrangements remain until results known as present agreement ends September 2007	Leisure Officer/ Governing Body
October 2007	Final Joint Agreement taken to TASK and Finish for approval and T and F make formal recommendation to O& S Committee on the agreement and future management proposals	Leisure Services and T&F
8 <sup>th</sup> Nov. 2007	O& S approves Agreement and both parties sign it. Also approves which management option will be undertaken and takes forward to Cabinet	O&S
17 <sup>th</sup> Dec. 2007	Cabinet Approves recommendations of O&S and If tender process then also agrees Budget to cover costs of the process. i.e. Building survey, advert etc.	Cabinet
January 2008	If to remain in-house then review service. If recommendation is to go out to Tender then start documentation. Agree specification issues that affect the school Undertake building survey, Tupe etc	Leisure Services  Building Service/HR
April 2008	Advertisement issue for letters of interest Letters of interest received and Pre-qualification questionnaire goes out	Leisure Services and Legal
May 2008	PQQ returned PQQ EVALUATED and, visits to facilities etc and shortlist prepared	Leisure Services
June 2008	Shortlist agreed by cabinet	Cabinet
July 2008	Tender documents issued	Leis. Serv
August 2008	Documents returned	
Sept 2008	Evaluation of Documents Interviews by Members	Leis. Serv. Members
October	Report to cabinet on recommendations	Cabinet
October – January 2009	If external contractor agreed then proceed to implementation programme Inform budget process Inform successful provider Inform staff of transfer Prepare full contract / Implement IT transfer Etc	Leisure Services/Le gal etc
4 <sup>th</sup> January 2009	Start contract In Line with the other facilities term of contract. Contract to run to Jan 3 <sup>rd</sup> 2013 with the option of 3years extension	