

## Appendix 2: Project Plan

<b>TASK</b>	<b>TERMS OF REFERENCE</b>	<b>CONTRIBUTORS</b>	<b>DATE/TIME</b>	<b>METHOD/LOCATION</b>
<b>JULY 2011</b>				
Agree scope of the policy review and receive background information in support of the policy review	A, B, C	Helen Lancaster, Scrutiny Officer Paul Lewin/Ian Bell, City Services	25 July 2011, 5.30PM	Committee Meeting, CR1
Gain the views of the city's MPs on the use of low carbon vehicles in the city	D, F	Bridget Phillipson MP Sharon Hodgson MP Julie Elliott MP	<b>NA</b>	Written evidence
<b>SEPTEMBER 2011</b>				
Agree the approach to the review, sources of evidence and timetable	NA	Helen Lancaster, Scrutiny Officer	12 September 2011, 5.30PM	Committee Meeting, CR1
<b>OCTOBER 2011</b>				
Seek evidence from Smiths Electric Vehicles regarding the technology available now and in the future for low carbon vehicles	C, D, F, G	Representative from Smith's Electric Vehicles	12 October 2011, 1pm.	Site Visit to Smiths Electric Vehicles
Seek evidence from Nexus and the bus operators within the city regarding current and future plans for low carbon public transport	C	Bernard Garner, NEXUS Robin Knight, Stagecoach Kevin Carr, Go NorthEast	24 October 2011, 5.30PM	Committee Meeting, CR1
<b>NOVEMBER 2011</b>				
Seek evidence from the University of Sunderland regarding the work it is undertaking in regard to low carbon vehicles	C, D, F, G	Adrian Morris/Dave Bagley, University of Sunderland	8 November 2011, 9.30am	Site Visit to University of Sunderland
<b>DECEMBER 2011</b>				
Seek evidence from Gateshead College regarding electric vehicle technology, development and employment	C, D, G	Paul Gough, Gateshead College	1 December 2011, 2pm	Site Visit to Nissan (Test Track)
<b>JANUARY 2012</b>				
Explore the procurement of low carbon vehicles regionally	D, E	Ian Taylor, North East Purchasing Organisation	16 January 2012, 5.30PM	Committee Meeting, CR1
Best Practice	D, E, F, G	Helen Lancaster, Scrutiny Officer	16 January 2012, 5.30PM	Committee Meeting, CR1
<b>FEBRUARY 2012</b>				

Cost benefit analysis of introducing low carbon vehicles into the council fleet – Results from Cenex	D, E	Les Clark, Head of Streetscene	27 February 2012, 5.30PM	Committee Meeting, CR1
Seek evidence from the Low Carbon Vehicle Sector	D, G	Chris Baylis - AVID Technology Group Ltd Mark Nailis – Innova Power	27 February 2012, 5.30PM	Committee Meeting, CR1
<b>MARCH 2012</b>				
Agree the draft final report for the policy review		Helen Lancaster, Scrutiny Officer	13 March 2012, 5.30PM	Extraordinary Meeting
<b>APRIL 2012</b>				
Agree the final report for the policy review		Helen Lancaster, Scrutiny Officer	2 April 2012, 5.30PM	Committee Meeting, CR1