Stop and Search Scrutiny – Product Plan

Stage	Key Products	Major Activities	Who	Deadline
Initial planning	Terms of reference agreed	• Write up feedback from members/MPS	JS	End April
	Panel set up	• Invite letters, discuss with individuals. • Working arrangements. • 1st meeting arranged	JS	9 May
	Information requirements identified.	• List key information required. • Methodology developed.	JS/ Steering Group	30 Apr
	Research and analysis commissioned	• MPS position paper	JS	17 Apr
		• International perspective report		
		• Synopsis of research	JS	17 Apr
		• Community perspectives - TBA	JS	25 Apr
	Project plan developed and agreed	• Milestones, products, timetable.	JS/ Steering Group	
	Project management arrangements set up	• Administration, supervision, filing, budget	JS/PrA	17 Apr
	Steering group set up (MPA, HO, GLA, MPS, 1 x external)	• Invite letters, terms of reference, working arrangements • 1st meeting arranged.	JS	30 Apr
Briefings	Meeting of MPA panel members held	• Arrange date, prepare presentation, note-taking	JS/PrA	2 May
	All/external panel members briefing session held	• Arrange date, prepare presentation, note-taking	JS/PrA	16 May
	Briefing pack designed	• Collate information and set out protocols for panel and circulate.	JS/PrA	9 May

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	Presentations to MPS forums – Diversity Board/Forum TP/SO Associations	• Arrange date, prepare presentation, note-taking. • Contact relevant MPS contacts	JS/PrA	31 May
	Website and external publicity carried out	• Discuss with and provide material to Comms Unit	JS	31 May
Evidence hearing sessions planning	Evidence givers/consultees identified	• Consider analysis • Discuss with Panel/Steering Group	JS/ Steering Group	9 May
	Scrutiny sessions booked	• Arrange date, meeting room, facilities, evidence-givers, note-taking	JS/PrA	9 May
	Questions scoped	• Devise questions • Consult with panel/steering group • Circulate questions	JS/ Steering Group	On-going
	All relevant parties informed of meetings and content of meetings.	• Confirm dates and attendance. • Produce schedule • Briefings to evidence givers.	JS/PrA	30 May
Evidence Hearing (scrutiny sessions)	Format and structure agreed: - Overall - Each session	• Discuss with Panel/Steering Group	JS/ Steering Group	6 June
	Evidence hearings held	• Write-up minutes • Circulate	PrA	June – Sept
Research and Analysis	Research and analysis carried out and write up summary.	• Gather information,	JS/PrA	June to Oct
		• Summary of background research produced.	JS	4 Jul
		• Summary of evidence hearings produced	JS	31 Oct

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		• Synopsis of commissioned reports produced	JS	3 Oct
		• Consultation/feedback as applicable	JS	31 Oct
		• Methodology, references and bibliography sections of report	JS/PrA	28 Nov
Report preparation	1st draft produced	• Circulation, • Panel meeting for initial feedback.	JS	14 Nov
	Circulation draft produced	• Amendments • Circulation • Feedback	JS	28 Nov
	EODB report produced	• Covering report produced • Submission to EODB	JS	4 Dec
	Authority report produced	• EODB amendments • Covering report produced • Submission to MPA • Endorsement	JS	30 Jan
Implementation planning	Report publicised	• Press release drafted • Report circulated	JS/PrA	28 Feb
	Implementation plan developed	• Set out agreed recommendations and allocate. • Agree review/monitoring processes • Handover	JS/ Steering Group	28 Feb
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