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From: [REDACTED]  
 Sent: 09 May 2011 12:33  
 To: [REDACTED]  
 Subject: timeline

I think that this summarises what we need to do...

### Timeline

#### By 13<sup>th</sup> May

- submission to SoS about process and categories
- commissioning meeting with PfS/DfE to confirm process
- LA information circulated to all
- Meeting rooms booked
- Confirm whether Lord Hill attending meetings
- Letters sent to LAs about the date of the meeting, and enclosing the condition reports. Inform them that a further letter will follow nearer the meeting date with details of categories and additional questions we have

#### By 20<sup>th</sup> May

- confirmation received from LAs that they can make the meeting dates
- draft letter to LAs on categories (Ministers to clear?)
- test potential weightings for categories on information received from Stockton/Gateshead
- inform Ministers of potential weightings (order of priority, not actual score)

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#### By 27<sup>th</sup> May

- Meeting with all involved in assessment to agree further questions for authorities and likely weighting

#### By 3<sup>rd</sup> June

- Letters sent to LAs with further questions, and informing them of the categories and likely weighting inviting comments. (Allow 2 weeks before meetings)

#### By 17<sup>th</sup> June

- Pre-meetings held with DfE/PfS staff

### Meetings with authorities to be held 20-25<sup>th</sup> June

#### By 25<sup>th</sup> June

- meetings with authorities completed

#### By 2<sup>nd</sup> July

- wash-up meeting following LA meetings to moderate scoring/weighting

#### By 9<sup>th</sup> July

- submission to Ministers. (Possibly 2 submissions). 1) Here is the outcome of the meetings. 2) Recommendations about retaking the decision

#### By 17<sup>th</sup> July

- meeting to discuss with SoS
- 'minded to' letters drafted and sent to local authorities (need 2 weeks to respond)

By 31<sup>st</sup> July

- Responses received from local authorities on 'minded to' letters

By 6<sup>th</sup> August

- final decision letters sent out

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