

**Timetable for the Review.**

To be agreed at the HOSP meeting on 26<sup>th</sup> August.

<b>Date</b>	<b>Action.</b>	<b>Comments.</b>
<b>Thursday 26<sup>th</sup> August.</b>	HOSP meeting.	
<b>Wednesday 8<sup>th</sup> September.</b>	Publication of papers for HOSP meeting.	
<b>Thursday 16<sup>th</sup> September.</b>	HOSP meeting.	Chase written submissions and information.
<b>End of September.</b>	Finish gathering evidence. Collate, analyse and put evidence in the report.	
<b>Monday 11<sup>th</sup> October.</b>	Send to witnesses for accuracy check.	Allow ample time for this. Warn the witnesses to put aside time for this in their diaries.
<b>Friday 22<sup>nd</sup> October.</b>	Deadline for receiving evidence back. Amend as necessary.	Chair away from 23 <sup>rd</sup> October – 7 <sup>th</sup> November.

<b>Thursday 9<sup>th</sup> November.</b>	Informal HOSP meeting to go through the report, identify gaps, request amends/ further information and start formulating conclusions and recommendations.	
<b>Monday 15th November.</b>	2nd Action Learning Set.	
<b>Thursday 25<sup>th</sup> November</b>	Informal HOSP meeting to discuss conclusions and recommendations.	
<b>Monday 13th December.</b>	Publish the report.	