

Stage 1 Review and sign off of methodology / model

By when	Action and outline	Who acts: For Cambridgeshire & Peterborough	Who acts: For 2 x Suffolk and KLWN	Outcome
By 17th March	TB to forward on a written outline of the methodology to include information regarding aims, assumptions, rationale	Joint working group considers	Email consultation	Officer feedback secured
W/C 28th March	Meeting to discuss methodology approach with Joint Working Group (JWG)			
	Make any necessary revisions following JWG meeting and email consultation with 2 x Suffolks and KLWN	Paper to CRHB	Paper to lead officers	Revised methodology circulated
1st April	CRHB discuss / agree methodology and advise on any updates or revisions needed from housing view	CRHB	Ensure senior housing approval for Peterborough and KLWN (SEBC and FHDC represented at CRHB)	Housing amends to methodology
	Review and make any agreed amendments to methodology / model			TB amends methodology
	Circulate with papers for CPOs	CPOs	Amended paper to lead officers	
15th April	CPO's discuss / agree methodology and advise on any updates/revisions needed from planning view	CPOs	Secure senior planning approval	Planning amends to methodology
	Review and make any agreed amendments to methodology / model			TB amends methodology
End April/ May (date TBC)	Joint Planning and Transport Lead members to discuss methodology	Cambs Joint Planning and Transport Lead members	<i>Check relevant group to consult for SEBC, FHDC and KLWN</i>	Lead Members consulted on methodology
	Review and make any agreed amendments to methodology / model			TB amends methodology
				Methodology /approach agreed
				End of Stage 1

Stage 2 - Review/ Sign off Report on Gypsies, Travellers and Travelling Showpeople Needs Assessment

By when	Action and outline	Who acts: For Cambridgeshire & Peterborough	Who acts: For 2 x Suffolk and KLWN	Outcome
6 th May				Purdah ends
13th May	Draft report to be produced on basis of agreed methodology, including figures, circulated to CPO's CRHB, Joint Working Group, 2 Suffolks and KLWN	Feedback on any revisions	Feedback on any revisions from 3 districts	Officer and Senior level feedback on draft report and figures, by 23rd May
W/c 23 May	JWG meets to consider feedback/ discuss revisions	JWG	Email consultation with from 3 districts	Agreement to final report and figures
(date TBC: early June)	Draft Final report for sign off at CRHB?	CRHB	Senior housing / sign off stage	Senior sign off by all 9 partners
				Final report for consideration and approval through relevant local processes End of Stage 2