

### 2018 Review Preparations – Project Outline

Assumes formal public commencement of 2018 Review at beginning of 2016.

Workstream	Timeline & Milestones	Key Risks & Issues
People	Early 2014: Commissioner (re-) appointments Mid 2014: Deputy Chair (re-) appointment Early 2015: SCS-level Secretary and GIS specialist to start Autumn 2015: Remainder of Secretariat staff to start Spring 2016: Assistant Commissioner Leads appointed Summer 2016: Assistant Commissioner Non-Leads appointed	Spikes in workload may require use of Temps. (Quality of such staff, and access to them limited by ERG controls) Detailed Induction and training required Availability of suitable applicants at relevant times Potentially entirely inexperienced Commissioner team Specialist individuals required (Comms, Web, GIS) Capacity to run recruitment process
Accommodation & Infrastructure	Autumn 2015: BCE in new larger accommodation to fit expanded team	Short-term needs during and after consultation periods. Non-standard IT requirements (e.g. communication with ACs, GIS interface with public website) Consolidation of Government estate vs BCE work not suited to home-working Security of live review information information in Government building vs independence of work .

Finance	2014: Forecast for 2018 Review Summer 2015: Spending Review?	ERG controls (e.g. 'marketing' moratorium, recruitment restrictions) Perception of indirect political interference by sponsor Department
GIS replacement	Early 2014: Develop specification Summer-Autumn 2014: Procurement Early 2015: Installation and testing Summer 2015: Fully functional	New Cabinet Office IT contract Availability of new OS product (sub-ward units) Interface with consultation website Cost
Policy Development & Implementation	Autumn 2013: Commissioners determine sub-ward unit policy 2014: OS develop initial output Early 2015: Testing with new electorates Mid-late 2015: OS product refinement Early 2016: Final OS product in place	Cost and complexity to produce sub-ward mapping (OS capacity and business viability) Support of political parties/Government AEA/RO engagement Changes to legislative framework
Public Hearings	Early 2016: Public Hearings Co-ordinator in place Spring 2016: Latest for booking venues (i.e. 6+ months advance) Autumn 2016: Hearing support staff in place	Venue suitability/availability Predicting attendance levels before consultation Hearing support staff (see People above)
Communications	Autumn 2015: Start drafting Information Booklet Early 2016: Formal Launch of Review	Corporate and consultation website facilities (interface with interactive mapping and representations database) Requires specialist skills