

### OUK/NE-IEP Fostering Project fortnightly highlight report

<b>Report for week ending</b>	8th May 2009
<b>Date of report</b>	4 <sup>th</sup> May 2009
<b>Report number</b>	1
<b>Circulation</b>	Julie Brown (for onward transmission to project group), Paul Riley, Adrian Male, Suzy Jacoby

<b>Tasks undertaken this fortnight</b>	<b>RAG status</b>	<b>Trend</b>	<b>Action taken to address slippage</b>	<b>Further action required</b>
a) PID prepared and signed off	Green			
b) Workshop programme done	Green			
c) Draft questionnaire prepared	Green			NEIEP to consider and send out by 5 <sup>th</sup> May
d) 3 Directors contacted for interviews	Green			
e) Staff informed about workshop dates, venues booked	Green			
f) Project information sent to Directors and staff	Green			
<b>Tasks scheduled for next fortnight</b>	<b>Expected RAG status</b>		<b>Action taken to address slippage</b>	<b>Further action required</b>
1) Workshops to take place 20/21 <sup>st</sup> May	Green			

2) OUK team to do initial options scoping- 15 <sup>th</sup> May	Green		
3) Questionnaires to be completed by LAs	Amber	Hopefully this will be green but there is quite a lot of information to collate in a short time. Active communication required to tackle issues arising from data collection process	None at this stage
4) Meeting with Project Board 19 <sup>th</sup> May	Green		
5)			
<b>Communications sent or required in next fortnight</b>	<b>Recipients</b>	<b>Author</b>	<b>Date to be sent</b>
Commencement notice to directors and staff	Directors and staff	Julie Brown	Sent 27 <sup>th</sup> April 2009