

FXO PROCESS – DETAILED TIMELINE/TASKS
Updated March 2008

Sub Group: David, Susan, Caroline, Allie R, Joan M

| | DATE | TASKS FOR PREPARATION OF FUND | Working Days | WHO | ACHIEVED |
|----|---|--|---|--|------------------|
| 1. | 6 December – 24 December and 3 January – 31 January | Stage 1 Assessment: simultaneously a. Artistic, Governance & Financial by arts officers b. Financial viability assessments of applications over £70k by Gordon c. Stage 1 Assessments completed and made available to Heads. | 33 days, excluding office closed days Dec/Jan | Arts Officers Gordon Including YMI officers Officers & Gordon | Achieved |
| 2. | 21 January | Sub Group Meeting: Comms Strategy post decision with Michelle | | | |
| 3. | 1 February – 15 February 8 Feb 6 Feb 5 Feb 12 Feb 5 Feb 8 Feb | Stage 2 Assessment starts: Heads & Specialist Advisors assess applications for artistic quality, meeting by department Administrators record Cross Arts Meeting Dance meeting Drama Meeting Literature Music Meeting Visual Arts | 11 days | Artform Heads & Specialist Advisors, by department | Achieved in part |
| 4. | 19 February and | Stage 3 Assessment starts: | 2 days pre- | Artform Heads | |

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| | 20 February | Collective mediation by Artform Heads Chris records | set | collectively | No. No recommendations made as stage 2 process discovered as incomplete - remedial action to be taken. |
| 5. | 10-20 March | Officer assessments checked and revised by Heads of Department | 8 | Heads of Department | Achieved |
| 6. | 10-20 March | Peer review to be undertaken on Specialist Advisor comments and recommendations for consistency of approach | 8 | Peers – Heads of Crafts, Creative Industries and Audience and Organisational Development | Achieved |
| 7. | 10 – 26 March | Head of Department reformats their comment within the assessment form | 12 | Head of Department to coordinate | Achieved |
| 8. | 26 March – 27 March | All Heads' assessments checked for consistency | 2 | Head of Crafts | Achieved |
| 9. | 28-31 March | Heads of department prepare for mediation meeting. | 1 | Head of Departments | Achieved |
| 10. | 1/2 April | Collective mediation by Arts Development Heads Chris records | 1 | Arts Development Heads | Achieved |
| 11. | 4 – 9 April | Directors review papers for meeting | 3 | Directors | |
| 12. | 10 April | Stage 4 Assessment: Strategic fit decided by Directors Chris records | 1 | Directors | |
| 13. | 11 April | Recommendations prepared for Joint board | 1 | Directors/ CEO office | |

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| 14. | 14 April | Papers mailed out to Joint Board | 1 | CEO office | |
| 15. | 11 April – 23 April | Final checks made to assessments | | Grants/Quality & Compliance Officer | |
| 16. | 24 April | Joint Board Decisions | | | |
| 17. | 21-25 April | Decision letters drafted and applications made into pdf | | Grants | |
| 18. | 25 April (tbc) | FXO meeting | | FXO sub-group | |
| 19. | 28 April | Quality Officers check letters agree with JB decision | | Quality & Compliance Officer and Quality Framework Lead Officer | |
| 20. | 28 April | Local authority & umbrella organisation briefings | | | |
| 21. | 29 April | Decisions Communicated by Assessing Officers for 09/10 funding Telephone call followed by email letters to organisations before 1pm Timeline for next stage | | Heads of Department and assessing officers | |
| 22. | 30 April 2008 | Press release | | Comms team | |
| 23. | 30 April 2008 | Sign off evaluation methodology | | FXO team | |
| 24. | 6 June (1pm) (28 days from decisions communicated) | Deadline for receipt of Appeals. Procedure allows for 28 days (working) for Appeal to be submitted. Suggest that decision letter states date decision was taken, also, decision letters not to be delayed in anyway (out on decision day/day after). | 28 working days | | |
| 25. | May | Informal meeting with unsuccessful organisation to discuss concerns. To be chaired by a Director. | | Director, Head of Department | |
| 26. | End-May | Publish decisions on website | | Website officer | |
| 27. | June | Evaluation of FX process | | Planning & | |

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| | | | | Research | |
| 28. | By mid- June | For unsuccessful current FXO, re-work funding agreement, if required | | Lead officer, Statistic & Reporting Officer, Quality & Compliance Officer | |
| 29. | | Appeals | | Head of Department, Co-Director | |