

**Timeline: COL consultation on Sexual Entertainment venues (SEVs) 2010-2011**

<b>Action</b>	<b>Deadline</b>	<b>Lead officer(s)</b>
Redraft cover letter	19 October 2010	JA
Redraft questionnaire, brief and timeline and run past Simon Murrells	19 October 2010	NY
Any changes made to letter, questionnaire and brief after comments from the Town Clerk – finalised as start point for market research companies	2 November 2010	JA/NY
Contact 4 companies for them to submit quotes for the consultation work	3 November 2010	NY
Submissions/quotes received from companies Submissions agreed	Midday 18 November 2010	JA/NY
Successful company informed and appointed - GfK NOP	29 November 2010	JA
Research commissioned	2 December 2010	JA
Set up fieldwork planning meeting with successful appointed company	2 December 2010	JA/IF/JC
Revised letter and questionnaire provided to CoL	W/c 6 December	GfK NOP
Letter, questionnaire and brief agreed by Chairman and Deputy Chairman of the Licensing Committee, Town Clerk and approved by Counsel	w/c 13 December 2010	JA/IF/JC
Online questionnaire goes live (beginning of consultation period)	w/c 13 December 2010	CoL/DES
Fieldwork and consultation period – letters to all City households, business representatives and other relevant organisations.	4 January 2011 - 11 February 2011	GfK NOP & JA
Data processing (including coding)	By 18 February 2011	GfK NOP
Provision of data tables and draft report chapter	w/c 21 February 2011	GfK NOP
Comments on the report format/style	W/c 28 February	JA/IF/JC
Provision of final report	W/c 28 February	GfK NOP
Pass report onto Counsel to write a SEV policy for the City of London	Early March 2011	JA/Counsel
Special meeting of the Licensing Committee to discuss the draft policy and consultation findings	March 2011	JA
Report to Court of Common Council	7 April 2011 or 5 May 2011	JA/TC
Dissemination of Policy and results of consultation	May 2011	JA