

Commission Meetings	All
Evidence Gathering Sessions	Key Commissioners
Other responsibilities	All

Wandsworth Cost of living Commission - Project Plan 2022/23

Meetings	Date	Venue/who	Detail
Launch Event/ First meeting of the Commission	22 November 2022	Town Hall, Room 123	First Meeting of the Commission- presentations and governance review.
Evidence gathering session 1	15 th December 2022 2-5pm	St Peters Battersea	Public session with invited witnesses Focus on Food Theme
Commission Meeting	19 th January	Town Hall?	Meeting of all Commissioners
Evidence gathering session 2	28 th February	Roehampton	Public session with invited witnesses (thematic or geographic issues TBC)
Commission Meeting	March 21 st	Town Hall?	Meeting of all Commissioners
Evidence gathering session 3	April 27 th	Balham	Public session with invited witnesses (thematic or geographic issues TBC)
Report meeting review-sign off	Early May - TBC	N/A	Allowing lead time for Report to Committee- TBC
Commission Meeting	May 23 rd	Town Hall?	Meeting of all Commissioners
Produce Interim Report	May 2023 Report to Finance Committee (6 th July 23)	N/A	Based on evidence gathered and initial findings - report to Finance Committee (6 th July 23)
Evidence gathering session 4	June 26 th Mon	Earlsfield	Public session with invited witnesses (thematic or geographic issues TBC)

Commission Meeting	July 18 th (early to avoid summer holidays)	Town Hall?	Meeting of all Commissioners
Evidence gathering session 5	August 30 th	Putney	Public session with invited witnesses (thematic or geographic issues TBC)
Commission Meeting	September 26 th	Town Hall?	Meeting of all Commissioners
Final Commission meeting	October 30 th Mon	Wandsworth Town	Analysis of evidence and develop recommendations and report
Sign off Report	November 23	Online meeting	Commission members reviewing evidence, agreeing recommendations and report format
Publication of report	January 2024	Online event	Finance meeting then Council meeting January 2024
Evaluation and impacts assessment	January 2024		Commissioners and secretariat use evaluation model to assess success and impacts

Other key phases & responsibilities:

Phase	Date	Venue/who	Detail
If agreed: Secretariat to organise focus groups to run through 2023	February-May 2023	Within the community	Independent facilitated focus groups which will further inform evidence base for Commissioners to consider.
Call for Evidence – Results	Throughout Commission	Online	There will be a call for evidence that will request online submissions of evidence for the Commission to consider. The secretariat will then summarise these submissions for Commissioners to consider as evidence.
Oversight and Approval of Draft Report Content	Throughout Commission	Via SharePoint/email	Commissioners will also be asked to review, comment on and approve the report content which will be produced continuously throughout the year.