

CRITERIA CHECKLIST – Selecting Topics for Review**Form A****Date:****Review Title:****Name of Scrutiny Lead Member(s):**

| Potential Criteria for Selecting topic | Please tick |
|--|--------------------|
| <ul style="list-style-type: none"> • Issue identified by members as key issue for public (through member surgeries and other contact with constituents) | |
| <ul style="list-style-type: none"> • Poor performing service (evidence from performance indicators/benchmarking) | |
| <ul style="list-style-type: none"> • Service ranked as important by Council's community (e.g. through market surveys/ citizens panels/ complaints) | |
| <ul style="list-style-type: none"> • Public interest issue covered in local media | |
| <ul style="list-style-type: none"> • High level of budgetary commitment to the service/ policy area (as percentage of total expenditure) | |
| <ul style="list-style-type: none"> • Pattern of budgetary overspends | |
| <ul style="list-style-type: none"> • Council corporate priority area | |
| <ul style="list-style-type: none"> • Central government priority area | |
| <ul style="list-style-type: none"> • Issues raised by External Audit Management Letters/ External audit reports | |
| <ul style="list-style-type: none"> • New government guidance or legislation | |
| <ul style="list-style-type: none"> • Key reports or new evidence provided by external organisations on key issue | |
| <ul style="list-style-type: none"> • Others? | |

| Potential Criteria for Rejecting topic | Please tick |
|--|--------------------|
| <ul style="list-style-type: none"> • Issue being examined by the cabinet | |
| <ul style="list-style-type: none"> • Issue being examined by an officer group: changes imminent | |
| <ul style="list-style-type: none"> • Issue being examined by another internal body | |
| <ul style="list-style-type: none"> • Issue will be addressed as part of a Best Value review within the next year (or more?) | |
| <ul style="list-style-type: none"> • New legislation or guidance expected within the next year | |
| <ul style="list-style-type: none"> • Others? | |

Date completed: *See over for suggestion concerning use of Form A*

1. Members should add their own required criteria if necessary to cover local circumstances etc.
2. This checklist can be used at several stages of Scrutiny namely
 - a. When an idea is first mooted – a quick application of the checklist will give the initial green or red light.
 - b. Once the 'Producing an outline' stage has been worked through, it will be necessary to revisit the checklist. Does the enquiry still get the green light? With a little more consideration it may have become apparent that some other work has already been conducted in this area or there is some forthcoming legislation or guidance that would mean, that, on reflection it is inappropriate to proceed at this point. This may not have been apparent when there was the initial 'check' against the Criteria Checklist. (Form A)

DEVELOPING A BRIEF – *Producing an outline for a scrutiny review* **FORM B**

Date:

Review Title:

| | | | |
|--|-----------------------------------|----------------------------------|--------------------------|
| Name of Scrutiny Lead Member: | Preferred contact details: | | |
| Scrutiny Officer: | Preferred contact details: | | |
| 1. Which of our strategic corporate objectives does this topic address? | | | |
| 2. What are the main issues? | | | |
| 3. The Scrutiny committee/ panel’s overall aim in doing this work is: | | | |
| 4. The main objections are: | | | |
| 5. How will the public be involved? | | | |
| 6. The possible outputs (changes in service delivery) are: | | | |
| 7. The desirable outcomes (benefits to the community) are: | | | |
| 8. What specific value can scrutiny add to this topic? | | | |
| 9. Who will the panel be trying to influence as part of the work? | | | |
| 10. Duration of enquiry? | | | |
| 11. What category of scrutiny will this enquiry follow? | | | |
| Policy Review | <input type="checkbox"/> | Holding the Executive to account | <input type="checkbox"/> |
| External Partnership | <input type="checkbox"/> | Policy Development | <input type="checkbox"/> |
| Best Value | <input type="checkbox"/> | | |
| 12. Extra resources needed | | | |

Date:

Job No.

Review Title:

Name of Scrutiny Lead Member/s:

To ensure that a major, in-depth review is properly planned and managed, it is important that a comprehensive project management approach is taken. The Scrutiny Lead Member and other Scrutiny Members with the support of the Scrutiny team should complete this form for all major reviews. It can be completed at the relevant informal Friday meeting or at any other time agreed by the Scrutiny Lead Member. Forms A and B should already have been completed.

| | |
|---|----------|
| Have Scrutiny Members used the Criteria Checklist for Selecting Topics for Review (FORM A)? | Yes / No |
|---|----------|

| | |
|--|----------|
| Have Scrutiny Members produced an outline for the review topic (FORM B)? | Yes / No |
|--|----------|

The next stage is about scoping and planning the review in detail

1. Who is the nominated MSU officer? (Give name and contact number/email address)

2. Who is the Scrutiny team officer? (Give name and contact number/email address)

3. What secondary/existing information do we need? (Include here background information, existing reports, updated reports, legislation, central government documents etc.)

4. What primary/new evidence do we need?

5. In what form do you want this information presented? (Short presentation, executive summary, email brief etc.)

| |
|---|
| <p>6. Who can provide us with further relevant evidence? (Cabinet Member/portfolio holder, officer, service user, general public, expert witness etc.)</p> |
| <p>7. What specific areas do we want them to cover when they give evidence? (for exact questioning framework see next form D – to be devised)</p> |
| <p>8. Where will evidence be taken and how? (avoid traditional committee style settings)</p> |
| <p>9. Would the investigation benefit from the co-option of an ‘expert’ or service user, for the duration of the major review? If so who?</p> |
| <p>10. What other processes can we use to feed into the review? (Site visits/observation, face-to-face questioning, telephone survey, written questionnaires etc.)</p> |
| <p>11. How long will the review last? Are there specific time limits that need to be taken into consideration?</p> |
| <p>12. In what ways can we involve the public and at what stages? (Consider consultative forums, local committees, and local ward mechanisms?)</p> |
| <p>13. How will tasks be divided between Members/Officers? (Please give name of each member or officer or other stakeholder when detailing each task)</p> |
| <p>14. How will we monitor progress and measure the success of the review?</p> |
| <p>Now use the Gantt chart (optional) to plan the exact timetable and responsibilities</p> |

