

**CRITERIA CHECKLIST – Selecting Topics for Review****Form A****Date:** 30<sup>th</sup> May 2007**Review Title:** Council Strategy CCT2**Name of Scrutiny Lead Member(s):** John Baverstock

Potential Criteria for Selecting topic	Please tick
• Issue identified by members as key issue for public (through contact with constituents)	/
• Poor performing service (evidence from performance indicators/benchmarking)	
• Service ranked as important by Council's community (e.g. through market surveys/ citizens' panel/ complaints)	/
• Public interest issue covered in local media	/
• High level of budgetary commitment to the service/ policy area (as percentage of total expenditure)	
• Pattern of budgetary overspends	
• Council corporate priority area	/
• Central government priority area	/
• Issues raised by External Audit Management Letters/ External audit reports	
• New government guidance or legislation	
• Key reports or new evidence provided by external organisations on key issue	
• Others?	/

Potential Criteria for Rejecting topic	Please tick
• Issue being examined by the Executive or PDG	
• Issue being examined by an officer group: changes imminent	
• Issue being examined by another internal body	
• Issue will be addressed as part of a Best Value review within the next year (or more?)	
• New legislation or guidance expected within the next year	
• Others?	

Date completed:

30.5.07

*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 ‘Developing the Brief’ 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: **30<sup>th</sup> May 2007**

Review Title: **Council Strategy CCT2**

<b>Name of Scrutiny Lead Member:</b> <b>John Baverstock</b>	<b>Preferred contact details:</b> <b>01548 580041</b>												
<b>Scrutiny Officer:</b>	<b>Preferred contact details:</b>												
<p>1. Which of our corporate priorities does this topic address?  <b>CCT2 Needs of Younger People</b></p>													
<p>2. What are the main issues?  <b>To establish what actions the Council is taking, or could be taking in the future, to support Cross Cutting Theme 2.</b></p>													
<p>3. The Scrutiny committee/ panel's overall <b>aim</b> in doing this work is:  <b>To interview Officers tasked with this theme.</b>  <b>Approach Schools to create Consultative Groups</b>  <b>Investigate Young People initiatives which have been successful.</b></p>													
<p>4. The main <b>objectives</b> are:  <b>To enable South Hams District Council to enlarge, in forthcoming Plans, the actions being taken to support CCT2</b></p>													
<p>5. How will the public be involved?  <b>School Consultative Groups and other Youth Agencies.</b></p>													
<p>6. The possible <b>outputs</b> (changes in service delivery) are:  <b>SHDC Media output. Other changes unknown at this stage.</b></p>													
<p>7. The desirable <b>outcomes</b> (benefits to the community) are:  <b>Young people able to see the effort put into this Theme by SHDC</b></p>													
<p>8. What specific value can scrutiny add to this topic?  <b>Upgrade the poor account of CCT2 in Council Plan &amp; Performance 2007</b></p>													
<p>9. Who will the panel be trying to influence as part of the work?  <b>SHDC Officers writing next Plan. Young people throughout South Hams</b></p>													
<p>10. Duration of enquiry?  <b>6 to 9 months</b></p>													
<p>11. What category of scrutiny will this enquiry follow?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Policy Review</td> <td style="width: 5%; text-align: center;">/</td> <td style="width: 50%;">Holding the Executive to account</td> <td style="width: 5%; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>External Partnership</td> <td style="text-align: center;">/</td> <td>Policy Development</td> <td style="text-align: right;">/</td> </tr> <tr> <td>Best Value</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>		Policy Review	/	Holding the Executive to account	<input type="checkbox"/>	External Partnership	/	Policy Development	/	Best Value	<input type="checkbox"/>		
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External Partnership	/	Policy Development	/										
Best Value	<input type="checkbox"/>												

12. Extra resources needed  
**Suggest three Scrutiny Members in Sub-Committee**

**SCOPING THE BRIEF** – *Planning a major review*

**FORM C**

**Date: 30<sup>th</sup> May 2007**

**Job No.**

**Review Title: Council Strategy CCT2**

**Name of Scrutiny Lead Member/s:**

**Cllr John Baverstock. Scrutiny Committee**

*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 Officer should complete this form for all major reviews. Forms A and B should already have been completed.*

Have Scrutiny Members used the Criteria Checklist for Selecting Topics for Review (FORM A)?

**Yes**

Have Scrutiny Members produced an outline for the review topic (FORM B)?

**Yes**

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

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

**SHDC Plan and Performance Plan 2007.**

**SHDC Team tasked with CCT2. Any reports on activity**

**2. What primary/new evidence do we need?**

**Views of Young people in District**

**Views of Agencies dealing with young people.**

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

**Short presentations as at 2. above**

**Discussions with young people in school.**

**4. Who can provide us with further relevant evidence? (Executive Member/portfolio holder, officer, service user, general public, expert witness etc.)**

**As at 2 above**

<p>5. What specific areas do we want them to cover when they give evidence?  <b>What actions they suggest that the Council can take to increase the effectiveness of actions supporting CCT2</b></p>
<p>6. Where will evidence be taken and how? (avoid traditional committee style settings)  <b>Presentations in Follaton House by SHDC staff and outside Agencies. In Schools which offer Consultation Groups.</b></p>
<p>7. Would the investigation benefit from the co-option of an 'expert' or service user, for the duration of the major review? If so who?  <b>No.</b></p>
<p>8. What other processes can we use to feed into the review? (Site visits/observation, face-to-face questioning, telephone survey, written questionnaires etc.)  <b>As at 6 above.</b></p>
<p>9. How long will the review last? Are there specific time limits that need to be taken into consideration?  <b>This would be a progressive project with ideas implemented as and when they arise  6 to 9 months ready for writing and publication of the SHDC Plan 2008</b></p>
<p>10. In what ways can we involve the public and at what stages? (Consider consultative forums, local committees, and local ward mechanisms?)  <b>School consultation Groups following evidence from SHDC Officers and other Agencies.</b></p>
<p>11. How will tasks be divided between Members/Officers? (Please give name of each member or officer or other stakeholder when detailing each task)  <b>Suggest Sub Committee of three Scrutiny members working together.</b></p>
<p>12. How will we monitor progress and measure the success of the review?  <b>Sub-Committee Report monthly to Scrutiny Committee.</b></p>

