

XXX Scrutiny Panel/Scrutiny Management Committee

[date]

[Title]

Report by:

Ward Implications: All

For Decision/
Information/ Discussion

1. **Summary**

1.1

2. **Recommendation**

2.1 Set out clearly what the scrutiny committee is being asked to do. Eg

To consider the attached report and decide whether the committee wish to make any comments or recommendations to the Executive about the attached report

To consider whether the committee wish to make any comments in response to this consultation.

To note the information contained in this report and consider whether they wish to request any further information on this topic.

etc

3. **Questions to Consider**

3.1 Set out clearly here any areas or questions you would like the committee's views on. This will help to focus the discussion. The best way to do this is to put some questions to the committee and ask them to discuss them e.g.

- 3.2
- Do the panel think that the proposed priorities for the regeneration strategy are right?
 - Which of the options set out in paragraph 4 of the report do the

committee prefer?

- Value for money profiles show that service x is very high quality but also high in cost. Would the Panel prefer to see this situation remain or do they think that costs should be lowered even if this may have some impact on performance?

4. **Main Report**

4.1 Set out the body of the report. The report should be concise and list the main points. Put details into appendices if necessary. Don't try to cover everything, members can ask for more information if they want it. Try to limit this section to two pages at most. Try to give an outline of the subject which explains briefly:

- Why this work is being done (e.g. is it in response to government policy, is it to address a particular issue is it to bring about service improvements etc etc.)
- What are the key issues to be considered
- Are there any significant decisions that have to be made

4.2

5. **Information about this Report**

5.1 **Why has this report been brought to this committee?**

Explain why the report has been brought to the scrutiny committee eg to inform them about significant developments. Or to give the committee an opportunity to review a decision, or because the committee requested more information on this subject etc

5.2 **Does the report relate to a particular decision?**

Explain if the report relates to a particular decision or matter that has been or will be discussed by the Executive, or taken by officers

When was the decision taken (or When will the decision be taken?):

5.3 **Timescale for consideration**

Explain whether there is any timescale or deadline for the committee to consider and comment on this report

6. **Further Information:**

Appendices

1. List any appendices – say briefly what they are and why they are attached

2.

Background Papers

1. List any other background papers not appended to the report

Contact Officer:- Name and Job title, Extn.