Scrutiny Review - Planning & Scoping Document

What is the Purpose of the Review? • *Specify exactly which Outcome(s) the review is examining?* • *Also being clear what the review is <u>not</u> looking at* • *What is the Scrutiny Review seeking to achieve?* • *Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction.*	*GUIDANCE* *What are we looking to achieve from the review and how does this relate to the Corporate Plan?* *Clearly identify the relevant Corporate Plan & Priority Outcome: OUTCOME : (E.g. Safe, Healthy, Independent, Prosperous) PRIORITY: (specify the relevant Outcome statement from the Corporate Plan).* *Outcome Measure(s) – List the supporting Population Indicator(s) and Performance Measure(s) for this topic.* *Supporting Rationale – Include a brief narrative to set the background and content to justify the purpose of the review.*
What are the Criteria for Selection? • *Why has this particular topic been considered to be a priority issue for scrutiny?* • *Which of the principle criteria promoted by the Centre for Public Scrutiny does it satisfy?*	*Four core principles have been established (by the Centre for Public Scrutiny) to help people understand the most important qualities of scrutiny and accountability;* 　1. *Constructive 'critical friend' challenge* 　2. *Amplifies the voices and concerns of the public* 　3. *Led by independent people who take responsibility for their role.* 　4. *Drives improvement in public services* *Scrutiny review prioritisation assessment criteria;* 　1. *Is the topic/issue likely to have a significant impact on the delivery of council services?* 　2. *Is the issue included in the Corporate Plan (e.g. of strategic importance to the council or its partners/stakeholders), or have the potential to be if not addressed?* 　3. *Is a focused scrutiny review likely to add value to the performance of its services?* 　4. *Is a proactive scrutiny process likely to lead to efficiencies / savings?* 　5. *Has other review work been undertaken which is likely to result in duplication?* 　6. *Do sufficient scrutiny resources already exist, or are readily available, to ensure that the necessary work can be carried out in a timely manner?*

What are the Indicators of Success?
• *What factors / outcomes will demonstrate that this Scrutiny Review has been a success?*
	GUIDANCE
	
	Good Scrutiny Principles;
	  o *Tackle issues of direct relevant to local people;*
	  o *Tackle issues where, through the unique perspective of elected members, it can add the most value;*
	  o *Is about taking to wide range of people, drawing them together and building consensus;*
	  o *Is about challenging the accepted ways of doing things and acting as a champion for developing a culture of improvement in an area.*
	
	Briefly explain how the review process will seek to identify opportunities to improve outcomes: e.g.
	  o *A positive impact ('turning the curve') on the associated population indicators and/or performance*
	  o *Arriving at clear conclusions and recommendations to deliver tangible outcome improvements.*

What Methodology / Approach is to be followed? • *What types of enquiry will be used to gather evidence.* *Following a structured and proportionate review process, which is likely to involve the active consideration of evidence, direct representation(s), a review of financial, performance and risk data to arrive at an objective opinion against some Key Lines of Enquiry;*	*Supporting Key Lines of Enquiry (KLOE)* - *If we do nothing where is the trend heading, is this OK?* - *What's helping and hindering the trend?* - *Are services making a difference?* - *Are they providing Value for Money?* - *What additional information / research do we need?* - *Who are the key partners we need to be working with (including local residents)?* - *What could work to turn the trend in the right direction?* - *What is the Council's and Members role and specific contribution?*
What specific resources & budget requirements are there? *What support is required for the review exercise?* • *specialist staff* • *any external support* • *site visits* • *consultation* • *research*	- *Include an estimate of any specific support needs and / or budget requirements to help determine the cost vs benefit of the review process.* - *Consider how formal approval will be obtained for any specific resource requirement.*

![Dorset County Council]

Are any Corporate Risks associated with this Review? *Identify any weaknesses and barriers to success*	*GUIDANCE* • *Are there any associated risks already identified on the corporate risk register which will require direct consideration?*
Who will receive the review conclusions and any resultant recommendations?	• *Cabinet or Full Council* • *Partners* • *Other?*
What is the Review Timescale? • *Identify key meeting dates and any deadlines for reports or decisions.*	*GUIDANCE* • *Also consider the appropriate timing of a follow-up review to assess the any levels of improvement achieved as a direct result of the scrutiny review process.* *(A detailed plan for the review should also be developed to clearly set out the various stages, necessary actions and timescales)*
Who will lead the Review Exercise? • *Identify a nominated:* - Elected Member - Lead Officer	• *These individuals will perform the lead roles in the scrutiny review process.* • *They will provide active oversight and guidance to ensure coordination and delivery of the required outputs.*
Media Interest / Publicity • *Communications Plan* • *Do we need to publicise the review to encourage community involvement?* • *What sort of media coverage do we want? (e.g. Fliers, leaflets, radio broadcast, press release, etc.)*	• *Establish a proportionate communications plan (external and internal) to support the review process.* • *Will this review be subject to a press embargo? Yes / No* • *Who is the lead communications contact?* • *Who is the designated spokesperson for the Scrutiny Review (Elected Member & Officer)?*
Completed by: Date:	*Who has lead in the compilation of this scoping document?*
Approved by Scrutiny Committee Date:	*Which Committee has considered this review and when was it formally approved?*