

Prioritising issues for inclusion in the work programme**1. Is the potential issue:**

- A strategic issue of public concern highlighted by Cabinet portfolio holders, councillors, partners, members of the public or service users?
- A strategic priority for the Council which is important to members of the public and service users?
- A strategic priority where it is recognised that improvement is required (possibly through inspection, performance monitoring or service user dissatisfaction)?

2. Does the potential issue fall into any of the areas below?

- It is an issue identified as a priority by the Cabinet Member or Director
- It is an issue highlighted by government guidance or new legislation
- It is an issue raised by audit or inspection
- It is an issue that contains potential or significant risks to members of the public or service users
- It is an issue that highlights significant budgetary risk or a priority area of under performance of services

3. If having considered 1 and 2 above the issue is an appropriate priority, when does it need to be considered?

- Is it an immediate priority or a significant issue for the council or its partners at present?
- Is there work already being carried out in the Council (or by its partners) that Scrutiny can comment on?
- What impact will it have if we do/do not pursue or review this issue?
- Does it need to be reviewed – now or later?
- Can the issue(s) be dealt with directly in some other way – i.e. a simple briefing for Lead Members?

4. Having filtered out potential issues to agree the key work programme priorities for the panel and mapped out a timescale for programming, then agree the focus of the issues that really need to be considered?

- What preliminary briefing notes and/or information are required for the Panel to determine this?
- What are the areas of focus for the issue?

5. Who will need to be involved – Members, officers and colleagues from other organisations?

- Which councillors, officers and other people will need to contribute to the scrutiny?
- When will they have the resources and time to participate in this?

6. How will we do it – Preparing the scoping paper and timetable of events?

- Agree the brief (terms of reference) and seek the appropriate report(s) and scoping paper(s)
- Set the date(s) for the meeting(s) to review the issue(s)
- Complete draft report and recommendations for consideration