

## REVIEWING THE PANEL'S WORK PROGRAMME FOR 2018/19

For each issue on the Panel's work programme:

**Has the Panel/Lead Member looked at this issue during the course of the year?**

In June, the Panel anticipated that this issue was a sufficient priority to be included in their work programme for 2018/19. Has there been an opportunity to undertake any work on this?

YES

NO

**Has work been completed?**

- Has a final report and recommendations been produced, if appropriate?
- Has it been identified that there is no further work to be undertaken on this issue?

YES

NO

**Are there any recommendations that need to be monitored?**

- Is the Panel responsible for monitoring the recommendations of a specific project?
- Is a final report awaiting submission to Cabinet and likely to need follow up work?

YES

NO

**INCLUDE IN  
WORK  
PROGRAMME  
2019/20 LONG  
LIST FOR  
PRIORITISATION**

**CONCLUDED –  
DON'T TAKE  
FORWARD**

**Does the Panel know what work still needs to be done?**

- Is there a project plan detailing the work that is outstanding?
- Is this an ongoing strategy or policy development issue requiring ongoing scrutiny involvement?
- Has consideration been given to the timescale for undertaking this work?

YES

NO

**INCLUDE IN  
WORK  
PROGRAMME  
2019/20 LONG  
LIST FOR  
PRIORITISATION**

**IDENTIFY  
AREAS  
NEEDING  
COMPLETION**

**Is it still a priority for the Panel?**

- Potential work programme issues are scored against a number of criteria to help identify high priorities:
  - Is it a Cabinet or Council priority?
  - Does it relate to a poorly performing performance indicator?
  - Is it an issue of significant local concern?
  - What is the impact of scrutiny not doing this work?
  - Can anything change as a result of scrutiny doing this work?
- Does this issue still score as a high priority?

YES

NO

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2019/20 LONG  
LIST FOR  
PRIORITISATION**

**DON'T TAKE  
FORWARD**