

REVIEWING THE PANEL'S WORK PROGRAMME FOR 2019/20

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 2019/20. 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
2020/21 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
2020/21 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

**INCLUDE IN
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**DON'T TAKE
FORWARD**