**Annex 6**

**Items for Work Programme, Scoping and Outcomes**

**Part 1 – Items to be added to Work Programme**

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| **Business Item/Issue** |
| **Proposed by** | **Date** | **Number** |
| **Reason(s) and evidence for Proposal****Why has this topic been proposed for discussion/review** |
|  |
| **Desired Outcomes/Benefits****What would we wish to achieve, is it likely and why?*****(Information Only, Hold to account, Current Performance, Change policy, Discuss any changes etc)*** |

Official use only – complete as appropriate

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| **Accept****Reject**  |  |  |  | Any additional information |
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**Part 1 - page 2**

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| **Overview and Scrutiny Criteria** |  |  |  | **What type of report** |  |  |
| Holding to Account |  |  |  | Full report |  |  |
| Performance Management |  |  |  | Briefing note |  |
| Policy Review |  |  |  | Round table discussion |  |
| Policy Development |  |  |  |  |  |
| External Scrutiny |  |  |  |  |  |
|  |  |
| **Democratic Services Support** YesNo |  |  |  | **Details of support requested** |  |  |  |  |  |  |
|  |  |  | Attendance at Meetings |  |  |  |  |  |  |
|  |  |  | Help with writing report |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Responsible Officer/s**  |
| **Officer support required** YesNo |  |  |  | **Details of support requested** |  |  |  |  |  |  |
|  |  |  | Attendance at Meetings |  |  |  |  |  |  |
|  |  |  | Writing report |  |  |  |  |  |  |
|  |  |  | More than one officer |  |  |  |  |  |  |
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**Part 2 - Scoping Form**

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| **Test Valley Borough Council Overview & Scrutiny Committee** |
| **Panel Reviews - Scoping Template** |
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| 1 | **Corporate Priority/Service Area (may be more than one)** |
| 2 | **Lead Member(s)/Chairman of Panel****Panel members**

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| --- | --- | --- |
| Panel members | North | South |
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| 3 | **Portfolio Holder(s)** |
| 4 | **Key Areas of Focus** |
| 5 | **What will be developed or reviewed?** |
| 6 | **Rationale – Why now/why at all?** |
| 7 | **Anticipated Benefits**  |
| 8 | **Resource Implications**  |
| 9 | **Are there any Partner Organisations involved in the Project? If so, which?** |

|  |  |
| --- | --- |
| 10 | **Does the Project require Public Involvement?** |
| 11 | **How will the Project assist the achievement of a Corporate Priority or Priorities?** |
| 12 | **What do you want OSCOM to do now?** |

|  |  |  |  |
| --- | --- | --- | --- |
| *Number of panels Requested* | Start DateMonth | InterimMonth | Finish dateMonth |
|  |
| **Approximate no. of hours required:** |
| **Democratic Services Support** | No. of PanelsEstimated Hours  | Report writingEstimated Hours  | TOTAL Hours  |
| **Officer support required**  | No. of PanelsEstimated Hours  | Report writingEstimated Hours  | TOTAL Hours  |

**Part 3 – Background Documents and Results**

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| --- | --- | --- | --- |
| **Decision Date** | **Report****Link to agenda**  | **Officer Report****Link to agenda** | **Minutes****Link to agenda** |

Report template guide – for full template please contact Democratic Services

|  |  |
| --- | --- |
| **I****TEM** |  |

Report of the Head of (Portfolio: )

**Recommended:**

1. **(Note: Set out in the recommendations exactly what you want the Committee to agree to, having regard to the objectives you have set out in the report).**

|  |
| --- |
| SUMMARY: (Note: This summary should contain the main points of the report, including the alternative options considered and rejected) |

# Introduction (Note: Why is the report being written?)

# Background (Note: Set out a brief history of the topic under discussion – how did we get here and why?)

# Corporate Objectives and Priorities (Note: Why are we doing it at all? How does it fit with what we are trying to achieve?)

# Consultations/Communications (Note: What do the stakeholders think? To what extent have we asked their opinion and taken it into account?)

# Options (Note: What are the issues that need to be addressed, and what options are available – with individual resource and legal implications if necessary)

# Option Appraisal (Note: What are the advantages/disadvantages of each option?)

# Resource Implications (Note: The resource implications of the recommended option)

# Legal Implications (Note: Of the chosen option)

# Equality Issues

# Other Issues

## Community Safety

## Environmental Health Issues

## Sustainability and Addressing a Changing Climate

## Property Issues

## Wards/Communities Affected

# Conclusion (Note: Include here the reasons for report recommendations)

**Part 4 - Outcomes**

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| --- |
| **Recommendation to Cabinet (CC) or full Council (FC)** |
| 1 |
| 2 |
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| 10 |
| **Recommendation** | **Agreed** | **Implementation Date** | **Not agreed** | **If not, reason** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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**Part 5 – Action Tracking**

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| **Report on**  |
|  | **Agreed** | **Disagreed** | **Start Date** | **Progress Update** | **Completion date** |
| **Recommendation** | **OSCOM** | **Cabinet** | **Council** | **OSCOM** | **Cabinet** | **Council** |  |  |  |
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**Round Table Discussion**

* Open to all Members
* Officer/s present
* No public allowed
* Open discussion re subject
* Guest speakers may be given a topic or specific information that Members wish to be briefed on
* May lead to a briefing note or agenda item.

**Briefing Note**

* Provided by Officers upon request from Members
* Sent out to OSCOM Members by email and put on Members’ Portal.
* Members alerted about briefing notes via MIB
* Does not appear on OSCOM agenda.

**Full Report**

* Officers and Portfolio Holders in attendance
* Detailed document with supplementary information
* Officers present report
* Report discussed and actions agreed
* Recommendations to Cabinet (if any) agreed

**Status Report**

* Update of what has happened since last OSCOM
* Included with meeting agenda
* Can be brought to future OSCOM agenda with Officer attendance
* Progress reports will continue until reporting process signed off by OSCOM

**Holding to Account**

The strength of resolve to hold others to account for agreed targets and to be held accountable for delivering a high level of service.

**Performance management**

An ongoing process of communication to help support the accomplishment of the strategic objectives of the organization, and ensuring that goals are consistently being met in an effective and efficient manner.

**Policy Review**

A formal assessment of something with the intention of instituting change if necessary.

**Policy Development**

Suggested process steps for developing a policy, including identifying and defining the problem or issue that necessitates the development of a policy.

**External Scrutiny**

Inviting independent organisations to attend, so that their operations can be looked at in greater detail.