**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** Yes  No |  |  |  | **Details of support requested** |  | |  |  | |  |  |  |
|  |  |  | Attendance at Meetings |  | |  |  | |  |  |  |
|  |  |  | Help with writing report |  | |  |  | |  |  |  |
|  |  |  |  |  | |  |  | |  |  |  |
| **Responsible Officer/s** | | | | | | | | | | | | |
| **Officer support required**  Yes  No |  |  |  | **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** | |
|  | |
| 1 | **Corporate Priority/Service Area (may be more than one)** |
| 2 | **Lead Member(s)/Chairman of Panel**  **Panel members**   |  |  |  | | --- | --- | --- | | Panel members | North | South | |  |  | |  |  | |  |  | |
| 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 Date  Month | Interim  Month | Finish date  Month |
|  | | | |
| **Approximate no. of hours required:** | | | |
| **Democratic Services Support** | No. of Panels  Estimated Hours | Report writing  Estimated Hours | TOTAL Hours |
| **Officer support required** | No. of Panels  Estimated Hours | Report writing  Estimated Hours | TOTAL Hours |

**Part 3 – Background Documents and Results**

|  |  |  |  |
| --- | --- | --- | --- |
| **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)** | | | | |
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| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| **Recommendation** | **Agreed** | **Implementation Date** | **Not agreed** | **If not, reason** |
| 1 |  |  |  |  |
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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.