

# FRAMEWORK FOR A SCRUTINY REVIEW

**Title** (of the review)

**Select Committee** (to be inserted)

**Background to the Review** (initial briefing and outline of the issues under review, setting out reasons why it is needed).

**Aims and Outcomes** (definition of what the review aims to do and the specific outcomes that it should achieve - which should be measurable). The overview should identify how the outcome will be measured and what will be the factors critical to its success.

## Method of the Review

- How it will be conducted.
- Who will be involved (co-options, officers, external views and advice)
- How the views of the community will be gathered/obtained.
- What information is critical to the review (rather than that which might be useful)? ,Does it already exist or will it have to be gathered first? What effect does this have on the timescale?
- How will the work be undertaken? (whole committee/work group etc)
- Is it essentially an internal review or external - what are the dimensions?
- If relevant what is the Council's policy on this issue?
- Will the review be carried out in Aylesbury or elsewhere? Will site visits be needed?
- What public interest will it generate? How will media interest be managed?
- What will be the process to avoid 'project creep'? Will the committee keep the plan under review and agree changes, rather than just let them happen?

## Resources Needed

Will expenditure be necessary to:

- Pay the expenses of interviewees
- Pay for books, research materials
- Pay for site visits
- Advertising costs or any consultation required

## Timetable

- How can the review be sequenced, what are the key dependencies that must be achieved first?
- How frequently will the committee need to meet?
- Does this conflict with any other reviews?
- What are the key steps within the overall framework of
  - Plan
  - Information gathering
  - Analysis
  - Review
  - Structure report and agree findings
  - Report writing and agreement with committee
  - Presentation
  - Communication

## Monitoring and Review of Progress

This might take place six to eight months from presentation to Council or Cabinet to review, what has happened to the recommendations and look at whether the outcomes have been achieved.