

Deciding when to scrutinise - prioritisation checklist

- Does the issue have a potential impact for the population of Cherwell?
- Is it an issue of community concern?
- Does the issue match the strategic aims of the council?
- Will the scrutiny activity improve the overall performance and value for money provided by the council?
- Is it likely to get results?
- Is it an issue of concern to partners and stakeholders?
- Are there adequate resources to do the scrutiny?
- Is the activity timely?

Yes

No

If the answers to the above questions are mainly YES prepare a review scoping document and add to the work programme.

If the answers to the above questions are mainly NO refer the issue back. No further action required.

Deciding when to scrutinise - scoping the review

<p>Topic Name of Scrutiny Review</p>	<p>CDC Website</p>
<p>Rationale Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process</p>	<p>Expand / understand process of maintaining and improving CDC website to meet Authority's and Residents needs</p>
<p>Purpose of Review Specify clearly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.</p>	<ol style="list-style-type: none"> 1. Understand process of determining the Who, What, and How of populating and maintaining our website 2. Understand how the general public's needs and views are collated, and then assessed 3. Understand how the Councils needs and views are collated and reviewed 4. Identify possible areas of improvement / change.
<p>Approach</p> <ul style="list-style-type: none"> (a) One-off item at Select Committee meeting (b) Task & Finish Panel <ul style="list-style-type: none"> If (b) (c) which members and (d) how long will it take? 	<p>Suggest T & F comprising Cllr's Lawrie Stratford, Diana Edwards, David Hughes, plus any other committee member that expresses interest</p> <p>Time: Two months elapsed</p>
<p>Key dates Identify key meeting dates and any deadlines for reports or decisions</p>	<p>Committee meeting March 31 2015</p>
<p>Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements</p>	<p>Difficult to assess. Should not be intense.</p>
<p>Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?</p>	<p>Balvinda Heran in first instance, plus Lead officers per Directorates. Exec Member for Communications.</p>
<p>Completed by:</p>	<p>Cllr Lawrie Stratford</p>
<p>Date:</p>	<p>Draft Version: January 13th 2015</p>

