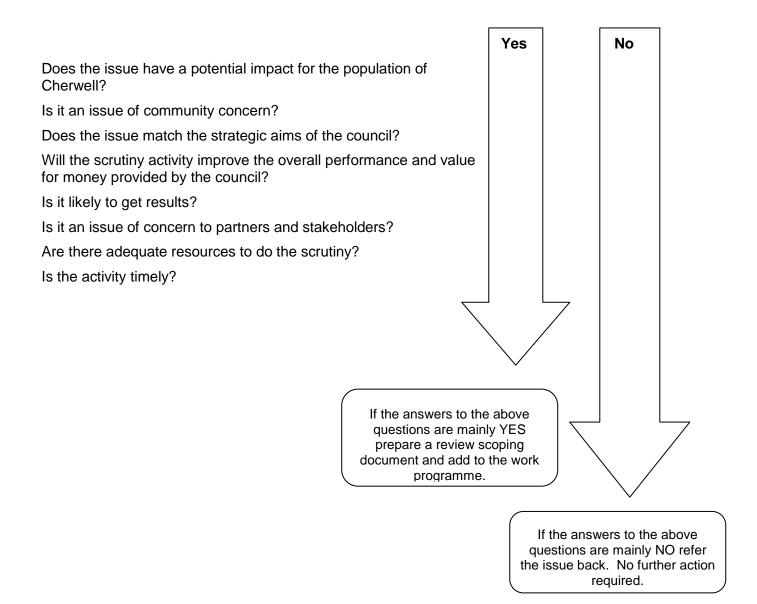


## Deciding when to scrutinise - prioritisation checklist





## Deciding when to scrutinise - scoping the review

Topic Name of Scrutiny Review	CDC Website			
Rationale  Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process	Expand / understand process of maintaining and improving CDC website to meet Authority's and Residents needs			
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.	<ol> <li>Understand process of determining the Who, What, and How of populating and maintaining our website</li> <li>Understand how the general public's needs and views are collated, and then assessed</li> <li>Understand how the Councils needs and views are collated and reviewed</li> <li>Identify possible areas of improvement / change.</li> </ol>			
Approach  (a) One-off item at Select Committee meeting  (b) Task & Finish Panel  If (b)  (c) which members and  (d) how long will it take?	Suggest T & F comprising Clllr's Lawrie Stratford, Diana Edwards, David Hughes, plus any other committee member that expresses interest Time: Two months elapsed			
Key dates Identify key meeting dates and any deadlines for reports or decisions	Committee meeting March 31 2015			
Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements	Difficult to assess. Should not be intense.			
Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?	Balvinda Heran in first instance, plus Lead officers per Directorates.  Exec Member for Communications.			
Completed by:	Cllr Lawrie Stratford			
Date:	Draft Version: January 13 <sup>th</sup> 2015			