APPENDIX 7 - Work Planning Guidance
For proposed scrutiny topics

Proposed topic:

		Examples	
1	**Is it an issue of concern?** **Yes** Œ	Examples could include: • Is it an issue of public concern? e.g. complaints, Members' knowledge/feedback from constituencies, local media, surveys, other consultation • Is it an issue performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured • Are there budget concerns? e.g. pattern of budget overspending or significant underspending • Is it an issue of concern or interest to external groups? e.g. local businesses •	**No** Œ
2	**Is the issue strategic and significant?** **Yes** Œ	Examples could include: • Are there links to Council's Corporate Improvement Plan/Community Strategy priorities? • Does the issue impact on Council's or partners main priorities? e.g. Service Plans, Strategies, Outcome Agreement • Is it a Welsh Government or Central Government priority? • Has the issue been raised by Audit/Inspection reports or WAO Annual Improvement Report? • Does it have a significant impact on the public? Or a specific group/community?	**No** Œ
3	**Is it a good use of scrutiny time?** **Yes** Œ	Examples could include: • Is there a clear objective for examining this topic? • Has similar scrutiny work already been undertaken? • Is the issue being examined elsewhere internally or externally? • Could a scrutiny inquiry make a difference to how services are delivered or how resources are used? • Could a scrutiny inquiry consider quality, cost and sustainability of service provision? • Is an inquiry likely to generate recommendations for improvement? • Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? • Has the relevant service / policy recently undergone substantial change? i.e. is it too early to review the effects of the change?	**No** Œ
*SUITABLE FOR IN-DEPTH INQUIRY			***NOT SUITABLE FOR IN-DEPTH INQUIRY**

* Based on the criteria this topic is recommended for:

In-depth inquiry ☐	Performance Panel ☐	Other (state what) ☐
Working Group ☐	Committee Report ☐	