

PROPOSAL FORM FOR AGENDA ITEMS FOR SCRUTINY COMMITTEES		
NAME OF SCRUTINY COMMITTEE	Performance Scrutiny Committee	
DATE OF MEETING / TIMESCALE FOR CONSIDERATION	17 th July 2014	
TITLE OF REPORT	Draft Director of Social Services Annual Report for 2013/14	
PURPOSE	1. Why is the report being proposed? (see also the checklist overleaf)	There is a statutory requirement to publish an annual report by the Director of Social Services, and the report requires Scrutiny at the draft stage prior to being finalised for publication.
	2. What issues are to be scrutinised?	The content of the draft annual report. To ensure it provides a fair and clear evaluation of performance in 2013/14 and clearly articulate future plans.
	3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?	It would be advisable to invite the lead Member, Cllr Bobby Feeley.
	4. What will the committee achieve by considering the report?	The committee will have the opportunity to scrutinise the draft report prior to being finalised for publication, but will also have the opportunity to identify any specific performance issues which require further scrutiny by the committee in future.
	5. Score the topic from 0 – 4 on aims & priorities and impact (see overleaf)*	Aims & Priorities
	4	4
ADDITIONAL COMMENTS	n/a	
REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?	n/a. Following scrutiny, the draft report will be amended (as appropriate) before being finalised for publication.	
AUTHOR	Tony Ward: Principal Manager, Business Support	

Appendix 2

Please complete the following checklist:

	Yes	No
Is the topic already being addressed satisfactorily?		x
Is Scrutiny likely to result in service improvements or other measurable benefits?	x	
Does the topic concern a poor performing service or a high budgetary commitment?	x	
Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?	x	
Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?	x	
Is the topic linked to corporate or scrutiny aims and priorities?	x	
Has the topic been identified as a risk in the Corporate Risk Register or is it the subject of an adverse internal audit or external regulator report?	x	

*The following table is to be used to guide the scores given:

Score	Aims & Priorities	Impact
0	No links to corporate/scrutiny aims and priorities	No potential benefits
1	No links to corporate/scrutiny aims and priorities but a subject of high public concern	Minor potential benefits affecting only one ward/customer/client group
2	Some evidence of links, but indirect	Minor benefits to two groups/moderate benefits to one
3	Good evidence linking the topic to both aims and priorities	Moderate benefits to more than one group/substantial benefits to one
4	Strong evidence linking both aims and priorities, and has a high level of public concern	Substantial community-wide benefits

SCORING

Aims & Priorities

4	Possible topic for Scrutiny – to be timetabled appropriately	Priority topic for Scrutiny – for urgent consideration
3		
2	Reject topic for Scrutiny – topic to be circulated to members for information purposes	Possible topic for Scrutiny – to be timetabled appropriately
1		

0 1 2 3 4

Impact