Scrutiny Business Planning Checklist

Priorities	 Is the topic: a corporate or service priority? In what way? an area where performance, outcomes or budget are a concern? How? one that matters to residents? Why? key decision preview, policy development or performance?
What is being scrutinised and why?	 What should the scrutiny focus be? What key lines of enquiry should be covered? Where can the committee add value, what impact can scrutiny have? What is the desired outcome from scrutiny?
When and how to scrutinise?	 When can the committee have most influence? (Is the committee getting involved at the right time, or the earliest opportunity?) What is the best approach - committee, TFG, one-off small group, informal briefing or written update? What research, visits or other activities are needed could complement the scrutiny? Would scrutiny benefit from external witnesses or evidence?
Is the work programme focused and achievable?	 Have priorities changed – should any work be brought forward, stopped or put back? Can there be fewer items for more in-depth consideration? Is there a balance between policy development, performance monitoring and key decision preview? Has sufficient capacity been retained for future work?