



**(NAME OF REVIEW)  
FINAL REPORT**

*Working for  
Warwickshire*

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## **1.0 Introduction**

### **1.1 Executive Summary**

Brief summary of what the review was about; why it was needed; what it looked at.

### **1.2 Members and Contributors**

List of people, partners, etc. that contributed to the review.

### **1.3 Evidence Used**

List of relevant documents, sources, contributions, etc.

### **1.4 Dates and Timescales**

When was the review commissioned, dates of meetings, report milestones.

### **1.5 Recommendations**

List of the recommendations that have been agreed by the Task and Finish Group.

## **2.0 Overview**

### **2.1 Background**

What is the service under review, who is it for, where does it operate.

### **2.2 Rationale**

Why was the review needed, what is the issue, how was the issue identified.

### **2.3 Objectives**

What is the intention of the review, i.e. to make recommendations for service improvement, to respond to a consultation, to inform policy decisions?

Include the Scrutiny Review Outline as an appendix.

### **3.0 History of the Review**

What methods were used? i.e. meetings, site visits, Select Committee-type events

Who was involved? i.e. experts, service users, etc

What issues were considered?

What findings were made?

What worked well? Learning for future reviews

## 4.0 Recommendations

Each recommendation should be accompanied by a short narrative explaining:

- Why it is being proposed
- On what evidence it is based
- How it would make a positive difference

For example, if a consultation exercise or questionnaire was undertaken that led to a certain conclusion being reached (from which a recommendation was then formed), you should outline the results of that piece of work to show a clear link between the issue, the evidence and the recommendation.

The narrative should explain how the recommendation would rectify the issue previously identified, and strongly reflect the evidence provided previously.

Recommendations should steer away from having any associated costs in light of the current climate. They should aim to improve value for money and efficiency, i.e., doing things better for the same £, or maintaining a service level for less £. However, this should not deter members from suggesting creative recommendations with regard to practical expenditure or the transfer of resources from one area to another in particular circumstances, i.e. in the event of a failing service that needs additional resource support to improve performance.

## 5.0 Financial and Legal Implications

This section needs to demonstrate that the possible implications of the above recommendations have been considered, to ensure they are feasible and practical to implement.

You should include any relevant comments from the following:

- Head of Service
- Finance
- Legal
- Resources
- Equality and Diversity
- Health and Well-Being

### Scrutiny Action Plan

Recommendation		PfH Comments	Cabinet Comments	Target Date for Action	Lead Officer	OSC Update	Progress Notes
<b>R1</b>	Exact wording of the recommendation	Comments of the PfH from the informal meeting.	i.e. accepted, rejected and reasons why.	To be set by senior officer during informal meeting	To be assigned by senior officer during informal meeting	Date due for update to OSC	The Lead Officer to include progress updates on the implementation of the recommendation.
<b>R2</b>							
<b>R3</b>							