

**SCRUTINY REMIT: PORTFOLIO**  
**TOPIC GROUP TITLE**

**DATE DUE AT OSC / HSC:**

**COMMITTEE APPROVED: HSC / OSC: date.....**

**WORK PROGRAMME: Q1; Q2; Q3; Q4 2017**

**OBJECTIVE:** *Outlines the high level purpose of the session*  
To test / investigate / assess / analyse / examine

**BACKGROUND:** *e.g. annual C&D scrutiny; members added to the work programme Sept.2015 after concerns over performance of service*

**QUESTIONS TO BE ADDRESSED:** *Breaks down the objective into a series of questions to focus on specific issues within the topic. The questions should inform thinking on who is invited to be a witness, witness contribution and the structure of the day. 3 questions maximum*

1.

**OUTCOME/S:** *Is the overall purpose of the session to enable members to contribute to the effectiveness of services being delivered to Herts citizens*

*e.g. That HCC has the information available to make sound long term service planning decisions.*

**CONSTRAINTS:** *What are the topics that are irrelevant to the objective or that do not answer the questions?*

- *e.g. To consider only stated pathways / e.g. will consider only services within the agreed scope*

**RISK & MITIGATION AFFECTING THIS SCRUTINY:** *i.e. how confident are members that the department/organisation has identified risks, impact to services, the budget proposals and has mitigation in place.*

**RISK/S:**

**MITIGATION:** *e.g. what mitigation does the department/organisation have in place if a partner pulls out?*

<b>WITNESSES</b> i.e. individuals	<b>EVIDENCE</b> i.e. organisations e.g. HCS

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**METHOD:** 1 or 2 day Topic Group      **DATE/S:**

**SITE VISIT:**      **DATE:**

**MEMBERSHIP:**

- Whole Committee: HSC / OSC
- OSC Non Education: X3 Conservative, X1 Liberal Democrat, X1 Labour
- HSC: political proportionality waived

**SUPPORT:**

**Scrutiny Officer:** Charles Lambert / Natalie Rotherham

**Lead Officer/s:**

**Democratic Services Officer:**

**HCC Priorities for Action: how this item helps deliver the Priorities *delete as appropriate***

1. Opportunity To Thrive ✓
2. Opportunity To Prosper ✓
3. Opportunity To Be Healthy And Safe ✓
4. Opportunity To Take Part ✓

**CfPS ACCOUNTABILITY OBJECTIVES: *delete as appropriate***

1. Transparent – opening up data, information and governance ✓
2. Inclusive – listening, understanding and changing ✓
3. Accountable – demonstrating credibility ✓