

ISSC REPORT: *SCRUTINY TITLE*

General advice

- Keep concise and evidence based
- Focus on the impact of actions
- Abbreviations in full on first use

- Be aware that all scrutiny documents (including appendices) are accessible to the public
- Ensure that confidentiality is not breached
- There is no Part II option
- Democratic Services will ensure the report adheres to the Hertfordshire County Council Constitution and statutory requirements editing as necessary

- Provide a draft copy to the Scrutiny Officer by the agreed date
- Scrutiny officer to review and edit as necessary

- For partnership scrutinies all information to appear in the one report
- For partnership scrutinies agree that the lead officer collates and is the responsible officer
- For partnership scrutinies the report is agreed by the contributing partners

- If in doubt the Scrutiny Officer can advise at any point

RECOMMENDATION	EXECUTIVE RESPONSE	IMPACT OF ACTIONS TAKEN <i>e.g. new strategy, X residents engaged, practise changes, planned stakeholder discussions, partnerships/stakeholders have issues on agenda, service development and dates</i>	COMPLETED Add dates (do not input 'ongoing' in this column)
<p>This section will be completed for you.</p> <p>These are the original recommendations</p>	<p>This section will be completed for you.</p> <p>This the response made by the executive member two months after the scrutiny. It</p>	<p>This is new information. This should address the consequence of the actions in response to the recommendations. Members want to know what difference the recommendation has made, for instance in terms of service improvement, user experience or partner engagement.</p>	<p>The expectation is that all recommendations will be signed off at the first ISSC. If members are not satisfied with the evidence provided officers and the executive member will be expected to attend a</p>

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APPENDIX B**

<p>made by members at the conclusion of the scrutiny</p>	<p>outlined the action to be taken (or not) to address the recommendations.</p>	<p>Examples of the type of evidence that members are seeking are listed on the template. This includes development of a new strategy, new or refreshed engagement with clients and residents, changes to services or methods of delivery, use of volunteers, improved partner action and engagement. All need to have measureable deliverables i.e. number of engagement events, improved positive feedback, date new strategy implemented etc. Dates for all actions to be included.</p> <p>Members want to be assured that the implemented actions are sustainable beyond the ISSC update.</p>	<p>future meeting or meetings until the recommendation can be signed off.</p> <p>To encourage early sign off appearances will be RAG rated</p> <ul style="list-style-type: none"> • GREEN = first reporting to ISSC • AMBER = second reporting to ISSC • RED = third reporting to ISSC. <p><i>If rated red ISSC will consider whether to recommend to OSC or HSC that the original scrutiny issue be added to the scrutiny work programme as a matter of urgency.</i></p>
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