



**South
Derbyshire
District Council**

Overview and Scrutiny Review

Title of Review



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District Council**

Reviewing the Format of Overview and Scrutiny Reports

The Peer Review report makes suggestions regarding the format and content of our Scrutiny review reports. The relevant extract of the Peer Review states:

*“With the external focus, it is important to consider who the audience may be of the final report, particularly in cases where the issues are of interest to the media and public. Currently a standard committee report is used to contain the final output report following a scrutiny review. This does not make it easy for the public to understand the issue and pick up the issues; also it does not do justice to the work done. **It is suggested that an alternative format template is developed which can be used by officers preparing final reports that is both simple, clear and contains pictures.** Many examples exist on the Centre for Public Scrutiny reports database, it is suggested that the Council may want to look at the final report of the Canals Task Group produced by Lancaster City Council, which provides a good example.”*

The document used for this part of the Focus Session is a sample page from the Council's new design guidelines. Along with our template front and back covers, it could be used as the basis for our Overview and Scrutiny reports.

To provide a basis for discussion, a number of scrutiny review reports of other councils have been downloaded from the Centre for Public Scrutiny website and these will be circulated during the Focus Session. The review reports comprise:

- Anti Social Behaviour in Ashford Borough.
- Bedford Borough Council “Cop Shops” and Police Community Support Officers’ impact on local communities.
- Cherwell District Council – Food waste Processing.
- Lancashire County Council – Extra Care Housing.
- Lancaster City Council - Canals Task Group.

Members are asked to look at these and other review documents via the following link to the CfPS website Library <http://www.cfps.org.uk/scrutiny-exchange/library/> and to consider their preferences on the format of our future review reports, ahead of the Focus Session.

In terms of report content and layout, this is likely to be dependent on the subject of the review and the target audience. It would be preferable to establish a framework for all our scrutiny reports, to provide a fairly consistent approach, whilst communicating effectively.



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Some suggestions are made on how the content of review reports could be presented, taking examples from review reports considered as 'best practice'. The content could include the following sections:

- Foreword from the Chairman or leading Member(s) for the review;
- Introduction;
- Summary of Recommendations;
- Terms of Reference;
- Members involved in the review (and others such as co-optees and expert witnesses);
- Timetable of Meetings, including meeting dates, who gave evidence and the issues discussed;
- Details of any site visits;
- Documentary evidence considered;
- Status of the Report;
- Background & Context;
- Findings;
- Conclusions;
- Appendices.

The use of images and/or graphics was recommended in the Peer Review report. The involvement of the Communications Team, to ensure reports are written in an appropriate way for the target audience is a further issue for discussion.

Members may also wish to consider the ideal length of our review reports, whilst noting that the subject matter and the depth of the review will impact on this. From the samples compared, these can vary significantly, from just a few pages to 65 in one case.

Recommendation:

That discussion takes place on the various options identified in this report and the Focus Session recommends to Overview and Scrutiny Committee the adoption of a revised report format.

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如果你需要这份文件的中文翻译·或者需要传译员的帮助·请联系我们。这些数据也备有大字体印本、盲人点字和录音带，欢迎索取。

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यदि आपको ये दस्तावेज किसी दूसरी भाषा में चाहिये, या किसी दुभाषिये की सेवाओं की जरूरत है तो हमें सम्पर्क करने की कृपया करें। ये जानकारी माँग करने पर बड़े अक्षरों, ब्रैल या आडिओ के रूप में भी उपलब्ध कराई जा सकती है।

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾ ਕਰੋ ਜੀ ਇਹ ਜਾਣਕਾਰੀ ਮਾਂਗ ਕਰਨ ਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡਿਊ ਦੇ ਰੂਪ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।

اگر آپ یہ ڈاکیومنٹ کسی اور زبان میں چاہتے ہیں، یا اگر آپ کو کسی ترجمان کی خدمات درکار ہوں، تو براہ کرم ہم سے رابطہ کریں۔ درخواست کرنے پر یہ معلومات بڑے پرنٹ، بریل یا آڈیو فارمیٹ میں بھی دستیاب ہیں۔