

Guidance note - Making Quality Overview and Scrutiny Recommendations

Scrutiny recommendations should seek to make a real difference to local people and the services provided.

Recommendations that note a change or request further information should be carefully considered against whether they will resolve a problem and/or lead to changes.

To assist the Committee, the following criteria have been identified for quality recommendations.

Do the recommendations:

- affect and make a difference to local people?
- result in a change in policy and/or actions that improves services?
- identify savings and maintain/improve service quality? or
- objectively identify a solution.

Good recommendations should answer the below questions, to provide recommendations that can be easily monitored and evaluated in the future.

Who is being asked to do it?	To ensure ownership of the action
What needs to be done?	The recommendation needs to be clear and specific.
Why does it need to be done?	This will help ensure the outcome is relevant and in the right context
How will it be done?	To include how it will be done and what the expected output is.
Where does it need to be done/go?	If it's a meeting – where is it needed If it's a report – where is it to go, who needs to see it
When does it need to be done?	What is the timescale? To ensure an action is completed in good time.