

CO-OPERATIVE REVIEW PROJECT PLAN

[INSERT TITLE]



Background	
Chair:	
Lead Officer:	
Democratic Support Officer:	
Membership:	
Relevant Cabinet Member:	
Date review approved by the Co-operative Scrutiny Board:	
Summary of subject to be reviewed:	transfer information from the review request and expand on the information
Reason(s) and rationale for the review:	<p>The reason(s) and rationale for agreeing this review should be at least one of the following:</p> <ul style="list-style-type: none"> • The issue has been identified as an area of concern for the public; • Poor performing service areas (evidence provided from performance indicators and the 'Have your Say' complaints provision); • A high level of user dissatisfaction with a service area; • Public interest on an issue identified in the local media; • A high level of budgetary commitments/overspends to a service area; • A Corporate priority area; • A Central Government priority area; • An issue raised by external auditors; • New government guidance or legislation; • An opportunity to make a positive impact on a service area or community.
Objectives of the review:	Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time-Bound).
What will the review look at?	
Which areas will be excluded from the review?	
What City and Council Priorities does the review relate to:	<p>The review needs to be related to at least one of the four city and council priorities:</p> <ul style="list-style-type: none"> • Deliver Growth

	<ul style="list-style-type: none"> • Raise Aspirations • Reduce Inequality • Provide Value for Communities
Identify links to other Council policies, projects or strategies:	Identify any Council policies, projects or strategies that the review links to (e.g. the Corporate Plan etc.)
Who will benefit from the review:	transfer information from the review request and identify any additional beneficiaries

Methodology	
The method and approach of the review:	<p>What types of enquiry will be used to gather evidence and why. This is likely to be influenced by several factors including the actual topic itself, the need for expert advice/training and how easy it is likely to be to gather relevant evidence and information. Possible approaches to research include:</p> <ul style="list-style-type: none"> • Issuing questionnaires and surveys; • Mystery shopping; • Site visits, job shadowing and observations; • Document analysis; • Interviewing experts; • Interviewing witnesses and service users; • Facilitating public meetings, seminars and drop-in sessions; • Comparisons with other authorities and benchmarking exercises; • Joined up working with other panels, partnerships and neighbourhood forums etc. • Commissioning research activities; • Workshops and focus groups;
Witnesses and experts:	<p>To agree witnesses and experts that might be called to provide evidence. Witnesses could include:</p> <ul style="list-style-type: none"> • Senior Managers/Chief Officers; • Service users; • External partners; • Business representatives; • Voluntary and Community Groups; • Professional experts. • Residents groups
Co-opted representatives:	To identify any potential co-opted representatives to be part of the Co-operative Review group.
Documents and/or reports for analysis e.g. internal/external reports or legislation):	<p>Which documents would assist with the review. Documents can take a variety of forms including (for example):</p> <ul style="list-style-type: none"> • Government guidance or legislation; • Local policies and strategies;

	<ul style="list-style-type: none"> • Performance plans and performance indicators; • Departmental service plans; • Consultation exercise evidence; • Budget data; • Minutes and agendas of previous meetings; • Newspaper articles;
Site visits:	Will any site visits be necessary to observe similar work in other places or to look at the subject of the review
Consultations/Research:	Identify the research that will be required for this review and the method by which this research should be carried out.
Publicity:	How will the review be publicised
Evaluation method	How will the success of the review be monitored?
Resource Requirements:	<p>When considering resource requirements you should include:</p> <ul style="list-style-type: none"> • Costs of venue hire • Costs of site visits • Travel costs • Publicity costs • Approximate officer hours
Barriers and Risks:	Use this space to identify if there are any risks, barriers or obstacles that could threaten the review.

Timetable		
Activity	Timescale / Date(s)	Intended Outcome(s)
Meeting 1:		
Meeting 2:		

Meeting 3:		
Meeting 4:		
Draft report:		
Meeting 5 (approve report):		
Submit report to the Co-operative Scrutiny Board Meeting:		
Submit to Cabinet Meeting:		
Submit to other bodies/organisations:		
Scrutiny Panel to evaluate and track the outcomes of the Co-operative Review:		