

## GUIDANCE ON FINAL REPORTS FROM SCRUTINY REVIEWS

The following list of headings is intended as guidance to Chairs and review co-ordinators in preparing final reports at the conclusion of a scrutiny review.

<b>CHAIRMAN'S FOREWORD (Optional) &amp; ACKNOWLEDGEMENTS</b>
<b>REASON REPORT REQUESTED</b> <b>PURPOSE OF REPORT</b> <b>STATUS OF REPORT</b> – This report is the work of the x Task Group, on behalf of the Overview and Scrutiny Board, and where opinions are expressed it should be pointed out that they are not necessarily those of Scarborough Borough Council. While we have sought to draw on this review to make recommendations and suggestions that are helpful to the Council, our work has been designed solely for the purpose of discharging our terms of reference agreed by the Board. Accordingly, our work cannot be relied upon to identify every area of strength, weakness or opportunity for improvement. <b>HIGHLIGHTED RISKS</b>
<b>INTRODUCTION</b> - this should outline the purpose and objectives of the review, any issues relevant to its commissioning and the timescale within which the review was undertaken
<b>BACKGROUND</b> - why the review was undertaken
<b>METHODOLOGY</b> - how was it carried out: for example commissioned research, number of witnesses called and from what areas of interest, visits undertaken. Detailed appendices can provide additional information
<b>FINDINGS</b> - the evidence obtained by the review
<b>ASSESSMENT OR CONCLUSIONS</b> – the interpretation of the evidence
<b>RECOMMENDATIONS</b> - this section should indicate to whom/what body the recommendations are addressed, in particular where these include outside bodies. Recommendations should be clear and concise and if the task group believes these should have specific timescales associated with them this should be clearly stated
<b>IMPLICATIONS</b> – details the Policy, Legal, Financial and Equalities and Diversity implications of the Review's recommendations – also staffing, planning, crime and disorder, and health and safety implications if appropriate.
<b>APPENDICES</b> - should include evidence submitted, relevant background information etc