



Report of the Head of Scrutiny and Member Development

Overview and Scrutiny Committee

Date: September 11th 2007

Subject: Recommendation Tracking

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Executive Summary

- 1.1 This report provides Members with a summary of the progress made in implementing the Committee's recommendations.
- 1.2 This report includes information on the recommendations arising from the following inquiries:
- 1) When Contracts Go Wrong (Appendix 2)
 - 2) Think Big Act Local – Narrowing the Gap (Appendix 3)
- 1.3 Members are asked to consider the information provided, assess the progress made in implementing the recommendations and identify and record any areas of concern.
- 1.4 The recommendation tracking process is intended to apply only to those recommendations which are accepted, and does not preclude any other forms of recommendation monitoring which Board members wish to undertake.

2.0 Purpose of the Report

- 2.1 The purpose of the report is to provide members with an update on how the recommendations they produced have been implemented.

3.0 Background Information

- 3.1 Members introduced a formal recommendation tracking system in December 2006. This report is the first in a series of quarterly monitoring reports aimed at informing

members of progress made in implementing their recommendations. Information is provided by the Director of (department) and (any others)

3.2 This recommendation tracking report provides updates on the implementation of the following inquiries:

- 1) When Contracts Go Wrong
- 2) Think Big Act Local – Narrowing the Gap

3.3 The progress information includes information on:

- Whether the recommendation was accepted
- Progress made on implementing each recommendation
- Timescale for implementing the recommendations and completion
- Who is responsible for implementing the recommendation
- Implications for budgets.

3.4 A number of witnesses are attending the meeting to talk through the information provided in the appendices and answer any questions. The witnesses are:

- 1) When Contracts Go Wrong – Wayne Baxter – Chief Procurement Officer
- 2) Think Big Act Local – Narrowing the Gap -

4.0 Process of assessing progress

4.1 Members are asked to assess the progress made with implementing recommendations, and whether it is acceptable, following the flowchart at Appendix 1. Members are asked to classify the response, using the following classifications (see Appendix 1):

- 1 – Stop monitoring
- 2– Achieved
- 3 – Not achieved (obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 – Not achieved (progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

It would be appropriate to use category 6 if the timescale was not yet reached for completion of the recommendation.

4.2 Members may choose to discontinue monitoring certain recommendations if they have been completed or if sufficient progress has been made. Members may also express concerns about the progress made with implementing recommendations.

5.0 Recommendations

5.1 Members are asked to:

- 1) assess the progress made on their inquiry recommendations
- 2) classify the progress made on implementing the recommendations
- 3) identify any recommendations they no longer wish to monitor

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



