SCRUTINY WORK PLANNING PRINCIPLES

Guidance:

- Focus on strategic issues, risks and opportunities.
- Focus on impact over observation or commentary.
- Focus on time-limited work and clarity of goals.
- Focus on holding decision-makers to account.
- Focus on implementation and follow up.
- Focus on collaborative agenda-setting w/ engagement.

Criteria:

1. **Focus**: Be relevant to Scrutiny's Mission – not just react to WYCA's agenda.
2. **Strategic**: Be strategic, cross-cutting and significant — not minor, narrow, or parochial.
3. **Output**: Have an impact, output and endpoint goal —avoid mission-creep, commentary.
4. **Deliverable**: Be deliverable in-year and capacity – and avoid duplication with others.
5. **Consensus**: Be based on consensus and engagement, reflecting widely held concerns.

Questions:

1. Is it relevant to Scrutiny's Mission that year — or just reacting to WYCA agenda?
2. Is it strategic, cross-cutting, and significant enough — or too minor or narrow?
3. Will it have a clear impact, output and endpoint — or likely to drift, and into commentary?
4. Is it deliverable within our resources — and is it a duplication of other work?
5. Does it reflect member consensus and/or widely shared or evidenced concerns?

Prioritisation:

Is it strategic, high risk and unavoidable or just interesting? Is it urgent or can be done later?

MoSCoW	Meaning	For Scrutiny
Must	*Essential* — needs to be done for success	Strategic, high-risk, unavoidable
Should	*Important*, but not vital for success	Strong topic, but lower priority
Could	*Nice to have* — desirable if resources allow	Interesting but low added value
Won't	*Agreed to not do done now, possibly later*	Parked for future consideration

Escalation:

What's the expected output goal for looking into this issue?

(1) Assurance only	Seek assurances for particular concerns
(2) Assurance, suggestions if needed	Provide advice regarding particular concerns
(3) Recommendations	Make formal recommendations for action
(4) Report	Conduct a formal review and publish report