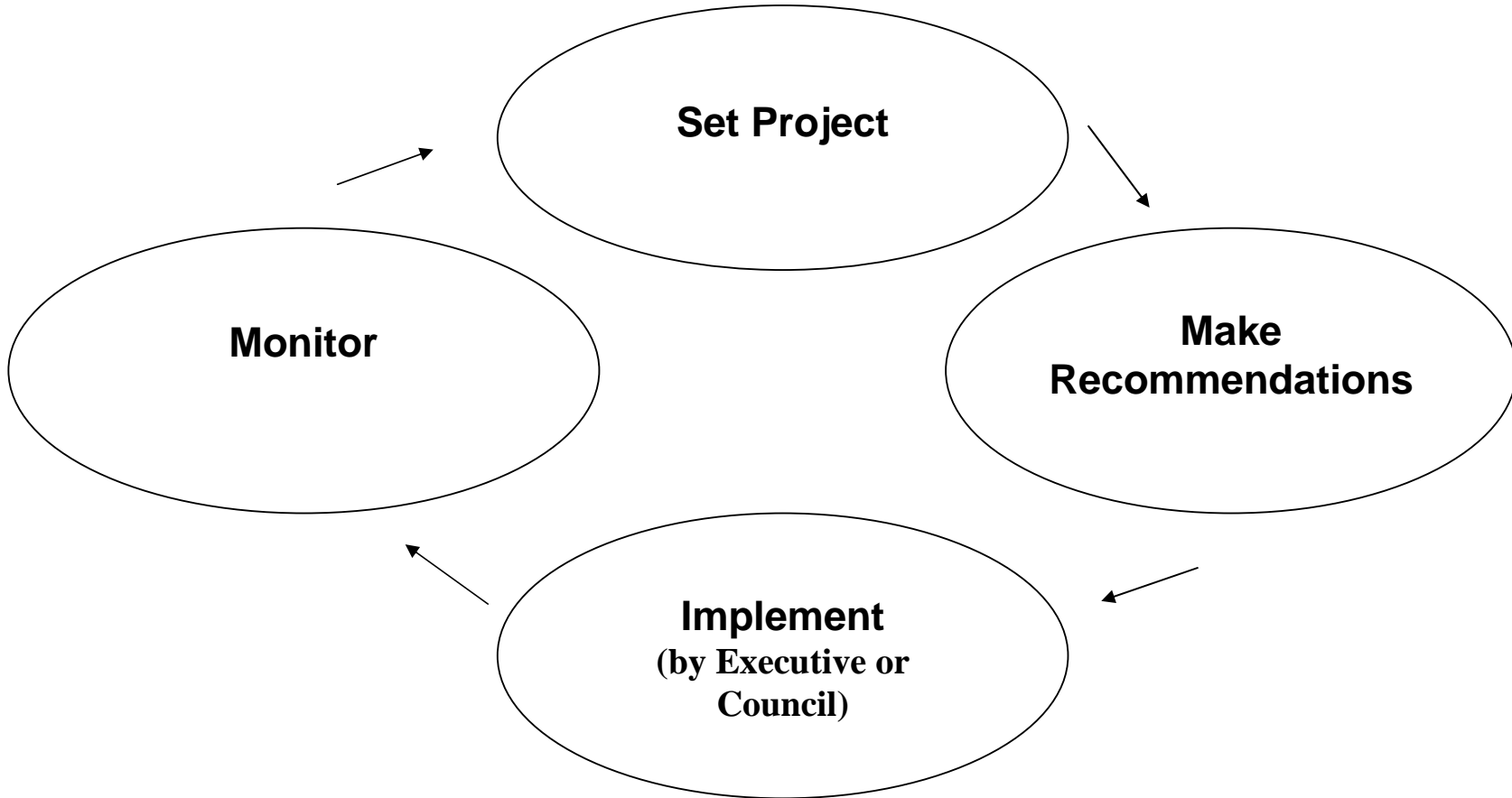


How to do an Improvement Project



Set the Project

Why do we want to do a review?

Suggested reasons could include the following;

- Council Strategic Objective or Government priority area or new Government legislation
- Identified by public dissatisfaction via Members surgeries or community meetings or local media
- Identified as poor via performance monitoring or audit
- High spend area or budgetary overspends

What will the review try and deliver?	Achieve the following Objectives; <ul data-bbox="527 272 1241 500" style="list-style-type: none">• Identify current position• Identify best practice• Identify areas for improvement• Identify outcomes/solutions and make recommendations	
How?	Carry out actions to achieve objectives; <ul data-bbox="527 651 1192 829" style="list-style-type: none">• key questions• witnesses/partners• site visits• consultation-MT and Exec Member	See Action Plan below

Make Recommendations and Monitor?		Report from Working Group/Scrutiny Committee, potentially to the Executive, includes an improvement plan;	See Improvement Plan below			
Service Unit	Lead officer	Outcome/Solution	Completion Date 1	Monitoring Date	Outcome complete ✓ /X	Notes