

ANNEX TO MINUTES
BEST VALUE/CCT SUB-COMMITTEE
11 OCTOBER 1999

PROPOSED REVIEW FRAMEWORK

<p>Phase 1: Preparing for review</p> <ul style="list-style-type: none"> • Review team identified • Establish reference group • Agree terms of reference, including project plan
<p>Referral point 1: Members to agree terms of reference and project plan</p>
<p>Phase 2: The current position</p> <ul style="list-style-type: none"> • Challenge: why is service provided, etc. • What needs does service seek to address? • Information about current performance, including comparisons with other councils & providers • Consultation
<p>Referral point 2: Members consider strengths, weaknesses etc. of service and decide on next stage</p> <ul style="list-style-type: none"> • Gap analysis - what needs to change? • Request analysis of options for providing the service, including new ways of organising the service and alternative providers
<p>Phase 3: Evaluation of options</p> <ul style="list-style-type: none"> • Change proposals developed • Change proposals developed • Evaluate options for providing the service
<p>Referral point 3: Members consider proposals/options evaluation and decide on preferred approach</p>
<p>Phase 4: Action plan</p> <ul style="list-style-type: none"> • Develop detailed action plans including targets for service improvement
<p>Referral point 4: Members consider and agree action plans</p>
<p>Phase 5: Implementation & monitoring</p>