

Annex 1

| Recommendation | Responsibility | Original Date for completion | Evidence of Progress | Assessment of Progress (Categories 1 – 4) |
|---|----------------|------------------------------|--|---|
| Details of the recommendations agreed by Cabinet, including the responsible person and date for completion. | | | <p>Evidence to support the achievement of the recommendation or the current position.</p> <p>This evidence should be in as a concise a form as possible and refer back to the original action plan and success measures.</p> | <p>The category that the recommendation is considered to be within.</p> <p>The specified category will be confirmed after discussion with the Select Committee at the progress meeting.</p> |

Annex 2

Review of Scrutiny Recommendations: Categories

| | |
|---|---|
| 1 Achieved (Fully) | The evidence provided shows that the recommendation has been fully implemented within the timescale specified |
| 2 On Track but not yet due for completion | The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired. |
| 3 Slipped | <p>The evidence shows that progress on implementation has slipped.</p> <p>An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.</p> |
| 4 Not Achieved | <p>The evidence provided shows that the recommendation has not been fully achieved.</p> <p>An explanation for non achievement of the recommendation should be provided</p> |