

**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>