

APPENDIX 1

MATTERS ARISING REGARDING THE XXXXX DEPARTMENT'S PERFORMANCE BY SCRUTINY MEMBERS

Following the xxxx Department's performance challenge meeting, on xxxxx, please note your impressions of the department's performance below. Identifying what the department does as a whole should be avoided, focus on the department's performance.

COUNCIL PLAN - Priority Projects
Has significant progress been made with a priority project?
Is there a priority project that is causing concern due to a lack of progress?

PERFORMANCE – Performance Measures
What was good?
What was causing concern?

Is there a field that needs further scrutiny? What needs to be scrutinised and why?