

## **PDSP – STANDARD WORDING FOR RECOMMENDATIONS**

The wording of recommendations in PDSP reports continues to cause some difficulty, some of that being caused by misconceptions about the PDSPs' role and powers.

The PDSPs' role in relation to both scrutiny and policy matters is not decision-making. Its functions are to look, listen, consider, discuss and comment. It is entitled to expect its views to be taken into account by officers and by committee, but it cannot insist on either adhering to its views.

The following provide standard wording for recommendations in the commonest types of PDSP business. They will not cover every eventuality but can be adjusted, if required, for the more unusual reports.

### **Development or amendment of proposal, plan, policy or strategy**

To note and consider the following recommendation(s) which are intended to be submitted to Council/Education Executive for approval:- *(list and specify recommendations as they will be made to committee)*

### **Reference of petition or request for council support**

1. To note that a petition calling for XXX was considered by Council/Education Executive on XXX and was referred to this PDSP for its consideration of a report by officers
2. To note and consider the following recommendation(s) which are intended to be submitted to Council/Education Executive for approval:- *(specify recommendations as they will be made to committee)*

### **Consultation responses**

To note and consider the proposed response to the consultation by XXX in relation to XXX which is intended to be submitted to Council/Education Executive for approval and submission.

### **Referral from committee or full council**

1. To note that on XXX full council resolved that officers bring a report to this PDSP in relation to XXX
2. To note and consider the following recommendation(s) which are intended to be submitted to Council/Education Executive for approval:- *(list and specify recommendations as they will be made to committee)*

### **Management plans**

1. To note the XXX Services Management Plan for 20XX/XX in the appendix to this report
2. To note the summary of the work undertaken in previous years and the improvements achieved
3. To note the outcomes, priorities and activities for the service for the forthcoming financial year set out in the plan

4. To note that the plan will be the control document against which the service will monitor progress during the next financial year
5. To consider and comment on the contents of the plan

### **Scrutiny of performance**

1. To note the performance information for the period XXX contained in Appendix X
2. To note in particular the following:- (*list and describe highlights and/or lowlights*)
3. To note the actions planned to address concerns and improve performance, as follows:- (*list and specify, or refer to appropriate section of report or appendix*)
4. To consider additional actions which may address areas of concern

JDM

27 July 2015