

Options Appraisal – Checklist for Elected Members

Project Title (Project Reference)	
<b>Checklist prepared by</b>	
<b>Senior Accountable Officer</b>	<i>*As per governance arrangements</i>
<b>Project Lead</b>	<i>*As per governance arrangements</i>
<b>Options Appraisal Status</b>	<i>*Version and date</i>
<b>Type of Option Appraisal</b>	<i>*Policy/Project etc</i>
Points to Consider in Decision Making Process	
<p>Elected members must ensure that :-</p> <ul style="list-style-type: none"> <li>• A robust case has been presented to allow the decisions they are being asked to make are robust and proportionate and all relevant issues are being considered</li> <li>• They are confident that the options being presented to them are clear, transparent and evidence based</li> <li>• They are realistic about the level of certainty which an option appraisal can provide – most will be based on numerous assumptions and therefore carry risk</li> <li>• They understand the impact/consequences of the preferred option particularly on service delivery and how this will affect customers (if relevant)</li> <li>• They ensure a risk analysis of each option has been undertaken to allow a comprehensive understanding of what risks exist</li> <li>• They ensure that the process followed is consistent with the Options Appraisal Guidance</li> <li>• They have sought further information if sufficient information has not been provided</li> <li>• They are clear if the council officers have the relevant skills in house to carry out this particular appraisal, as some may be complex and require specialist external support.</li> </ul> <p><b>The Committee Convener has an important role in reviewing and discussing draft reports before they are presented to committee and should raise any concerns they have regarding projects and associated options appraisals with the relevant Chief Officer.</b></p>	