1. **Purpose**

Think about why you are writing the report. It is to communicate facts and findings and make recommendations following all your hard work.

1. **Audience**

Consider who will read the report. Officers, Board members and tenants. It needs to be appropriate for all audiences.

1. **Content**

Throughout the scrutiny review make sure you all capture all relevant facts and findings for inclusion in the report. Ensure you know the sources of information and reasons for conclusions drawn so evidence can be provided.

1. **Timescales**

Make sure you know the deadline you are working to and when it is due to be presented to Board or Committee. Allow time for it to be shared with officers first if required. Consider mailing dates.

1. **Author**

Everyone involved in the Scrutiny review should be involved in drafting the report using the information recorded during the process. One person should then become the overall author. Consider if this person is available to meet the deadline and what resources or support they might need.

1. **Structure**

Think about the sections of the report. The reader needs to be interested from the start.

* Introduction & Process
* Key Recommendations
* Detail
* Conclusion and Next Steps

1. **Presentation**

Make sure the report is clear with correct spelling, punctuation and grammar. Ensure it looks tidy and is not off-putting to the reader. Number all sections and paragraphs for easy reference.

1. **Ownership**

As mentioned earlier everyone involved in the scrutiny review should take responsibility for the report and be involved in the drafting, proofing, editing and final sign off.

1. **Present**

Now it’s complete, you need to present it! Know who is going to do so. Ideally it should be two people. Preparation and practice is key to successfully presenting your report. Make sure you have facts and figures in case you are asked questions.

1. **Actions**

Following the presentation of the report you should have in place an action plan and monitoring process to ensure your recommendations are delivered/implemented.