

**ILLUSTRATIVE ONLY**



# Portsmouth

## CITY COUNCIL

### XXXX Scrutiny Panel

**A REVIEW INTO (title)**

**Date published: xxxx 2013**

**Under the terms of the council's constitution, reports prepared by a scrutiny panel should be considered formally by the cabinet or the relevant cabinet member within a period of eight weeks, as required by Rule 11(a) of the Policy & Review Procedure Rules.**

**PREFACE**

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Councillor XXXXXXXX  
Chair, XXXXXXXXXXXX Scrutiny Panel  
Date: xxx 2013

DRAFT 2

## **EXECUTIVE SUMMARY**

**Introduction**

**Summary of evidence**

**Conclusions**

**Recommendations**

**DRAFT 2**

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***NB: Sections could include case history boxes and quotes from witnesses to illustrate points of interest - otherwise these would be included in a new Section 5 (Best Practice Review)***