

Agenda Item 12 – Appendix 4

Prioritisation/decision-making process

The process is outlined in the following eight steps:

- Step 1. Identify what you want to achieve, e.g.
 - prioritising council-wide outcomes
 - prioritising council-wide budget
 - prioritising directorate resource allocation
- Step 2. Information gathering
 - Data and intelligence on needs and service use
 - Collate evidence
 - Consult relevant theory
- Step 3. Understand ethical issues and apply principles
 - Who will be affected?
 - How will the outcome of this decision stack up against the ethical principles?
- Step 4. Identify alternatives
 - Apply principles and values to each alternative
 - Weigh each alternative against the criteria
- Step 5. Engage stakeholders
 - Provide briefing on data, evidence and strategic fit

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- Facilitated conversation
- Feedback and input from stakeholders

Step 6. Decision making

- Compile information and outputs from steps above
- Make recommendations to relevant decision-maker (or decision making group, e.g. Cabinet)
- Make informed decision

Step 7. Publication

- Publish decision along with account of process

Step 8. Review (up to 1 year+ later)

- Review process to see what could be improved next time
- Review outcome of decision – did it achieve what was intended?