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# Please use the below questions to put your authorities work forwards as best practice;

Title of the project/initiative

Describe the project/initiative

Project Timeframe

What were the intended outcomes (consider providing detail on how these were calculated at the beginning of the project)

Describe how the project was implemented (who was involved? How did you get political, senior manager and partners ‘buy in’)

What measurable success has this work had? – (You may want to consider consumers protected, goods seized, money saved, value added to businesses)

What were the lessons learned from the operation of the project?

Did the project deliver value for money (you may wish to touch on value for the council(s), or for individual services)?