

**SCRUTINY TOPIC
INITIAL SCOPING to FINAL REPORT**

Topic Proposal (from Resident, Member, chairman or Officer)
THERE IS A **TEMPLATE** TO BE COMPLETED

Scrutiny Officer to provide simple scoping and discuss with the Chairman
(Officer provides advice as to whether it is or is not a valid topic for scrutiny)
Depending on urgency Item will be added to the Work Programme or put to next committee for agreement

If topic not valid for scrutiny
Formal letter from the Chairman advising the proposer that it is not valid and why it does not meet the criteria

If topic valid for Scrutiny
Add to Work Programme. Decide if Officer report to committee or appropriate for a Task and finish group. The Chairman should send a formal letter to relevant Officers and members advising that the topic is to be scrutinised

T&F Topic
Set out terms of reference and agree membership and who will chair including deadline for final report. T&F group should update on progress

Officer report
Officially from portfolio holder
Set out key lines of enquiry, i.e. the questions the committee want answered.
Deadline for final report

T&F Recommendations to Committee who may agree, disagree (but ideally Scrutiny should never be voting, the decision should be a consensus view).

If recommendations agreed by OS then a formal letter is sent on behalf of the Chairman to the Leader setting out the recommendations and requesting a response within two months (by statute) setting out when the action will be taken and if no action to be taken, why this is the case.