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 Rapid Review or 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. Rapid Review or T&F group should update on progress

Rapid Review or T&F
Recommendations to Committee who
may agree, disagree (but ideally
Scrutiny should never be voting, the

decision should be a consensus view).

Officer report

Officially from portfolio holder

Set out key lines of enquiry, i.e. the questions the committee want answered.

Deadline for final report

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.

Updated 25 May 2023