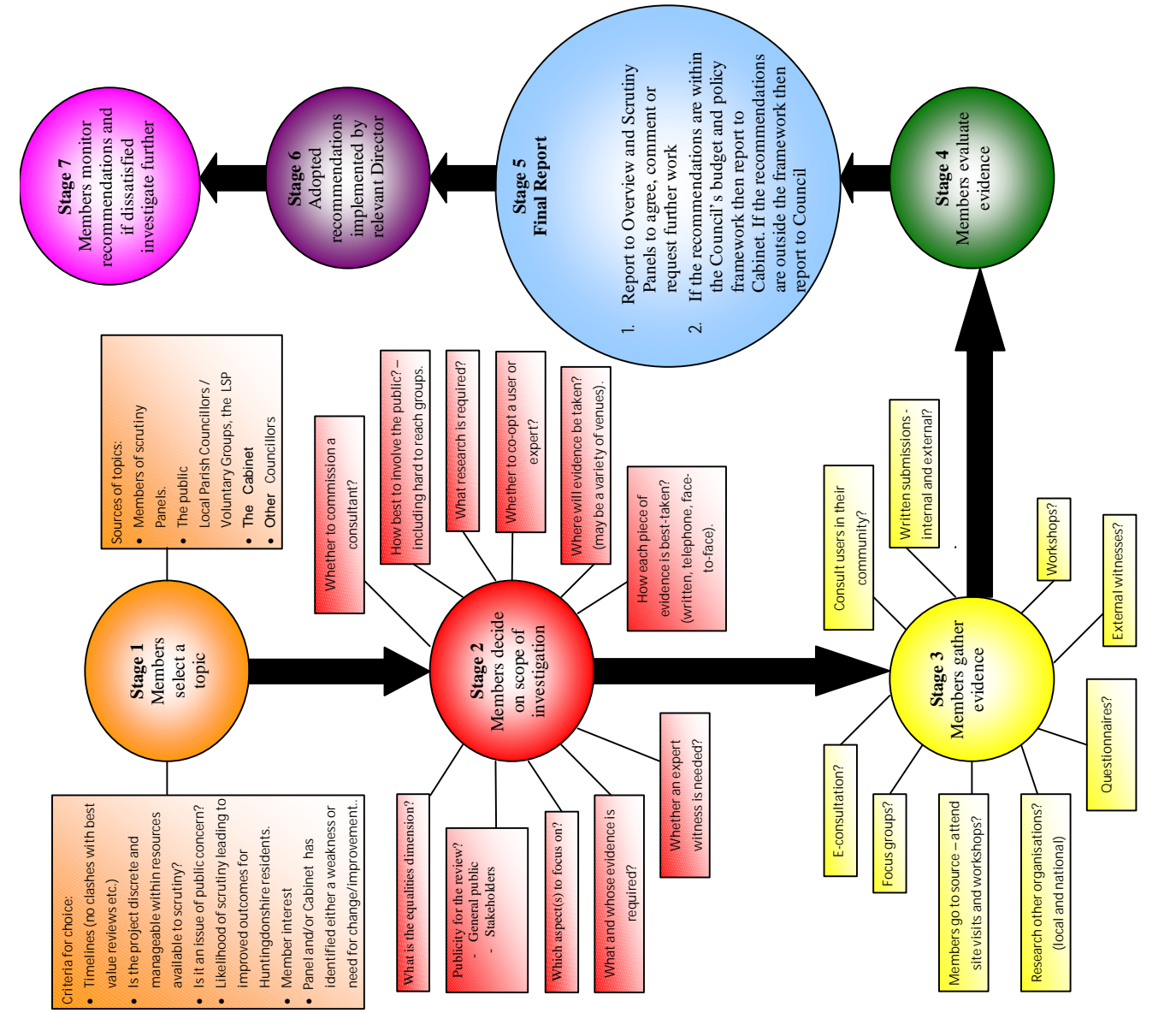


SCRUTINY PANEL REVIEWS

MEMBER ROLES IN THE 7 STAGES

- Stage 1 - Select a topic**
 - Members decide on topics taking account of their knowledge of issues of local concern; suggestions and advice of officers; and agreed criteria.
- Stage 2 - The scope of the investigation**
 - Members will decide on the scope, witnesses, research, publicity, venues etc. taking account of officers' advice.
- Stage 3 - Gathering evidence**
 - Members will compile questions for witnesses, with support from officers if required.
 - Members will meet witnesses; go to community groups and venues to engage with users; use their local knowledge to help officers achieve maximum outreach to 'hard to reach' groups.
- Stage 4 - Evaluate evidence**
 - Members will consider written evidence.
 - Members will formulate findings and recommendations based on evidence received and collated by officers.
- Stage 5 - The final report**
 - Members will comment on, amend if appropriate and approve the report for onward referral.
- Stage 6 - Implementation**
 - Implementation is the responsibility of the Executive.
- Stage 7 - Monitoring**
 - Members will receive a report on progress made in implementing the adopted recommendations. If they are not satisfied, they may choose to revisit the subject or aspects of it.



OFFICER SUPPORT IN THE 7 STAGES

- Stage 1 - Select a topic**
 - Officers present Overview and Scrutiny Panel members with information on:
 - Previous and planned best value reviews
 - Internal audit reports
 - External audit reports
 - Inspection reports
 - External inspection reports
 - Topics suggested by officers
 - Topics suggested by community groups
 - Topics suggested by the Executive
 - Performance indicators
 - Budget
- Stage 2 - The scope of the investigation**
 - Officers will suggest how the points around stage 2 could best be addressed.
 - Once the scope is decided officers will produce a project plan for the conduct of the review, setting out timescales, budget and those to be involved.
- Stage 3 - Gather evidence**
 - Officers will make all arrangements for the gathering of evidence in consultation with the relevant chair, including research, focus groups, meetings and feedback.
 - Officers will liaise with witnesses and support members in compiling questions if required.
 - Officers will compile questionnaires for research purposes, with input from members.
- Stage 4 - Evaluate evidence**
 - Officers will draw together the threads of all the evidence for members to consider, and support them in formulating findings.
- Stage 5 - Final report**
 - Officers will draft a report based on members' findings for approval by the Overview and Scrutiny Panel and finally the Cabinet or Council.
- Stage 6 - Implementation**
 - The relevant Chief Officer ensures that the recommendations are implemented.
- Stage 7 - Monitoring**
 - Officers will ensure that progress reports are submitted to the Overview and Scrutiny Panel at the appropriate time.