**Scrutiny Review Process**

### Members’ Roles

- Members prioritise topics according to a number of factors such as issues of local concern, Council priorities and performance.
- Select Committees prioritise reviews to be undertaken.

- Members decide on objectives, outcomes, evidence/witnesses, methodology, visits, consultation, etc, taking account of officer advice.
- Members identify and call for evidence as appropriate.
- Members compile questions for witnesses with officer support if required.
- Members undertake visits.
- Members meet with witnesses and engage users/community groups.

- Members evaluate the evidence received and collated by Officers.
- Members formulate findings and recommendations.

- Members consider the draft report, make amendments as appropriate and approve for referral to the relevant Service and, if necessary, the Cabinet.

- Members decide basis of feedback on review outcomes to stakeholders.
- Implementation of agreed actions arising from the report is the responsibility of the Service Officer.

- Service Officer reports progress on the implementation of the adopted recommendations to the Select Committee.
- Members may choose to undertake further scrutiny if required.

### Stage 1 – Topic Selection

**Criteria for selection:**
- Potential impact for significant section(s) of the population
- Matter of general public concern
- Key deliverable of a strategic and/or partnership plan
- Key performance area where the Council needs to improve
- Legislative requirement
- Corporate priority

### Stage 2 – Scoping the Review

- Rationale and key issues
- Objectives/Terms of Reference
- Relevant corporate priorities
- Indicators of success/outcomes
- Evidence required and methodology
- Key officers involved
- Key stakeholders/expert witnesses
- Consultation
- Publicity
- Risks
- Timescales

### Stage 3 – Gathering Evidence

- Site visits
- Written submissions
- Research
- Experts/witnesses
- Focus groups/workshops
- Consultation

### Stage 4 – Considering Evidence

- Look at the evidence obtained from the different methods used- what are the areas for improvement based on this?

### Stage 5 – Report

- Report to Select Committee for approval
- Recommendations and template implementation plan to the relevant service and, if necessary, the Cabinet/ Health Wellbeing Board for consideration.

### Stage 6 – Implementation & Feedback

- Implementation plan developed by relevant Service Officer
- Recommendations actioned by relevant Officers
- Feedback outcomes to stakeholders/community

### Stage 7 – Monitoring

- Implementation monitored by the Select Committee
- Further investigation/recommendations if dissatisfied

### Officer Roles

- Officers present to members information and evidence performance reports or statistics to inform the process of selection.
- Officers advise members on topic selection having regard to agreed criteria.

- Scrutiny Officer and Service Officer provide advice on how best the topic can be tackled.

- Officers make arrangements for the gathering of evidence, including research, focus groups, liaising with witnesses, etc.
- Officers support Members in compiling questions if required.

- Officers collate the evidence received and support members in formulating their findings and recommendations.

- Based on members’ findings and recommendations, Officers drafts a report for approval by the relevant Select Committee and, where necessary, the Cabinet/ Health & Wellbeing Board.

- Officers support members in considering how to feedback the review outcomes to stakeholders.
- Service Officer ensures that adopted recommendations are actioned.

- Service Officer reports progress to the Select Committee at the appropriate time.