

# SCRUTINY INVESTIGATIONS

## OFFICER SUPPORT IN THE 7 STAGES

### Stage 1 - Select a topic

- Officers present Overview and Scrutiny Committee 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

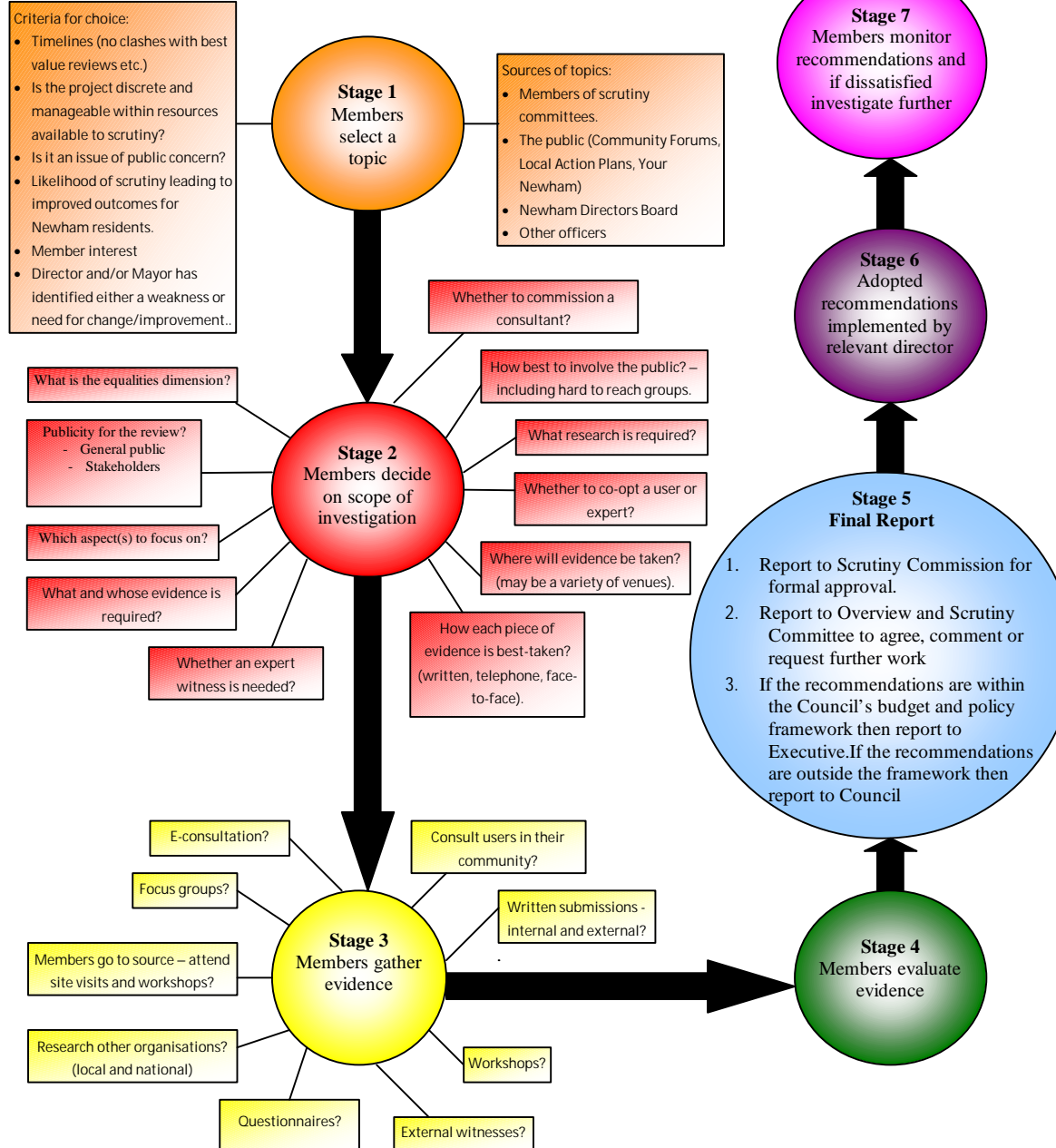
- Officers will draft a report based on members' findings for approval by the relevant Scrutiny Commission, the Overview and Scrutiny Committee and finally the Executive or Council.

### 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 committee at the appropriate time.



## 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.
- Members refer scrutiny project to relevant Scrutiny Commission

### 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.
- Members will consider written evidence.

### Stage 4 - Evaluate 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.
- The final report is considered by the Overview and Scrutiny Committee.

### 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.