

## Options of Scrutiny Working

Strand	Suitable for	Facilitation	Outcomes
<p><b>Member Briefing</b> <i>(open to all members of the Council as an information session)</i></p>	<p>An update or brief overview of a subject matter/service area that has generated interest or been requested by a number of members. A general interest situation which may possibly require further scrutiny. Also suitable for attendance by external representatives on a local or national item that has been identified by members as being of interest.</p>	<p>The Lead Officer for the service area will present the briefing with any supporting staff required. When it is an external partner or organisation, the A.D aligned to that service will facilitate and be in attendance at the briefing.</p>	<p>Often the information relayed addresses the initial concerns / reasons for the briefing. If however, the information provided highlights more concerns or issues then it may be agreed that the respective parent committee be asked to take a further more detailed review.</p>
<p><b>Inquiry Evening</b></p>	<p>Called when an urgent matter arises which is deemed to require in-depth representation and requires a more formal approach than the normal briefing. An Inquiry could relate to any service of the Council, or of partners or other businesses in the Borough. There is usually an urgent trigger for an Inquiry and a date scheduled as soon as possible.</p>	<p>The Lead Officer for the service area will present the briefing with any supporting staff required. When it is an external partner or organisation, the A.D aligned to that service will facilitate and be in attendance throughout.</p>	<p>Dependant on the nature of the Inquiry, additional Scrutiny may be requested or in the event that the outcomes raise strong concerns on the subject matter, Cabinet or Full Council can be asked to look into the situation further.</p>
<p><b>Member Working Group (M.W.G)</b></p> <p>Lead Officer for the subject matter</p> <p>No clerical support.</p>	<p>Small review over three or four meetings looking into a specific matter which does not involve significant external representation or officer time.</p>	<p>The group is convened from volunteer scrutiny members with an interest in the subject and the time to support the meetings. Groups are usually no more than four or five members and they elect their Chairman at the first meeting. They then scope the review and invite the relevant officer or external representative to attend and provide evidence.</p>	<p>The Lead Officer for the subject matter will compile a report on the outcomes and the Chairman of the review group will table it through the relevant parent committee. The group may seek a more thorough review or conclude it has the information required.</p>

<p>Task and Finish Group Review (T&amp;F)</p> <p>Lead Officer support</p> <p>Full clerical support.</p>	<p>Larger reviews six / twelve meetings looking into a specific matter that requires significant representation, research, officer time and liaison between a number of parties</p>	<p>The group is convened from volunteer scrutiny members who may have an interest in the subject matter, experience of the subject matter and importantly the time to support a large review with an extensive number of meetings.</p> <p>Groups are usually no more than five or six members who elect their Chairman at the first meeting. They then scope the review and agree a realistic time line in relation to the number of meetings required.</p> <p>Initial scoping to also include the volume of representation required, any off-site visiting required for consultations and researching of supporting data.</p> <p>T&amp;F groups can co-opt any external representative onto the group for the duration of the review.</p>	<p>The Lead Officer for the review / subject matter will compile a full report as agreed with the members, on the outcomes of the review and the recommendations made.</p> <p>The Chairman of the review will then present the report back to the respective parent committee. The recommendations could include referral on to Cabinet of Full Council depending on the outcomes.</p>
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