AGENDA ITEM

COMMITTEE:	**LIFELONG LEARNING AND SOCIAL INCLUSION SCRUTINY**	
DATE:	**30TH JANUARY, 2002**	
SUBJECT:	**THE SCRUTINY PROCESS**	
REPORT BY:	**DIRECTOR OF SCRUTINY**	
CONTACT OFFICER:	**GEOFF BOCUTT**	**546073**

IMPLICATIONS:

LEGAL	**COMMUNITY SAFETY**
EQUALITIES	**ENVIRONMENT**
FINANCIAL	**CONSULTATIONS**
STAFFING	**OTHER**

WARDS AFFECTED: NONE

PURPOSE

1. The purpose of this report is to advise and remind Members about the revised scrutiny process approved by the Scrutiny Board and to provide a checklist for the first stage of that process.

RECOMMENDATION(S)

2. Lifelong Learning and Social Inclusion Scrutiny Committee is recommended to use the checklist appended to undertake the first stage of the scrutiny of the second topic in this year's work programme.

BACKGROUND

3. The Scrutiny Board at their meeting on 20th December 2001, reviewed the experience of operating scrutiny up to that time and had before them the advice of the Improvement and Development Agency peer review team. As a result the Board advised the scrutiny committees to adopt a different approach to scrutiny involving the selection of relatively few (three or four) major topics and to carry out a much more structured and 'in depth' scrutiny. In the last cycle of meetings in 2001/2002 the scrutiny committees considered their work programmes for the current municipal year in the light of the advice of the Board and selected and prioritised topics for their work programmes. The Board at their meeting on 30th May approved the work programmes as submitted.

REPORT

4. The five stage process recommended by the Board was set out in my report to the previous meeting of the Committee and is attached. The main purpose of this meeting is to begin with stage one of the process in relation to the second topic chosen by the Committee. To help with

this a checklist of questions is appended which the Committee may wish to use. Members are reminded that this Committee's second scrutiny topic is Care for the Elderly.

PROPOSAL/OPTION

5. The Committee is asked to have regard to the five stage approach recommended by the Board and particularly the detailed steps set out under stage one.

APPENDICES

6. Appendix A: Scrutiny - A New Approach
7. Appendix B: A Checklist of Questions

LIST OF BACKGROUND PAPERS
LOCAL GOVERNMENT ACT 1972, SECTION 100D

8. There are no background papers relating to this report.

APPENDIX A

SCRUTINY – A NEW APPROACH

	Stage	Details
1	PLANNING Scoping, planning, method, evidence, witnesses, stakeholders, publicity	• Define the scope of the topic, identify all the aspects which need to be considered but exclude those which should not. • Plan how the study is going to be carried out, decide what information is required and who should be called as witnesses to give evidence. • Identify people and organisations who have an interest in the topic and should be invited/involved/consulted. • Decide whether and how the work of the panel should be publicised. • Plan the process for collecting evidence and interviewing witnesses (e.g. whole panel, individual Members etc.)
2	EVIDENCE Evidence and information gathering	• Carry out the plan, site visits if appropriate, • consult stakeholders to find out their views, • collect information
3	REVIEWING Analyse the evidence/information	• Identify any gaps in the evidence or information, follow up to fill the gaps, • check any information or evidence which conflicts, • identify common threads.
4	CONCLUDING Reach conclusions and formulate recommendations	• Conclusions should be based on the evidence and information. • Consult stakeholders about the recommendations.
5	REPORTING Report preparation	• Prepare and agree a report to the Executive/Council. • The report should describe the work that has been done, summarise the evidence and information about the topic, justify the conclusions based on the evidence and argue the case for any recommendations.

APPENDIX B

STAGE ONE OF THE SCRUTINY PROCESS - PLANNING THE SCRUTINY

A CHECKLIST OF QUESTIONS

- What is the purpose and objective of the scrutiny?
- What is the scope of the topic – what is included/excluded?
- What evidence and information would be useful?
- Who is interested in or affected by this topic/service?
- Who are the main players in this service?
- Who should be consulted about this topic/service?
- Who should be asked to give evidence to the Committee?
- How is the scrutiny to be conducted?
- Where should meetings be held?
- Should individual Members be nominated to deal with specific aspects?
- What should the timescale be?
- What level of publicity is appropriate for this topic?
- What are the resource implications of carrying out this work?