Designing the Work Programme

Mapping Concerns:

- Discovery phase of design
- Wide casting of ideas for scrutiny to look at
- long list produced

Prioritising topics:

- Evaluate the list of topics
- Consider using prioritisation tools to have an impartial and evidence-based approach
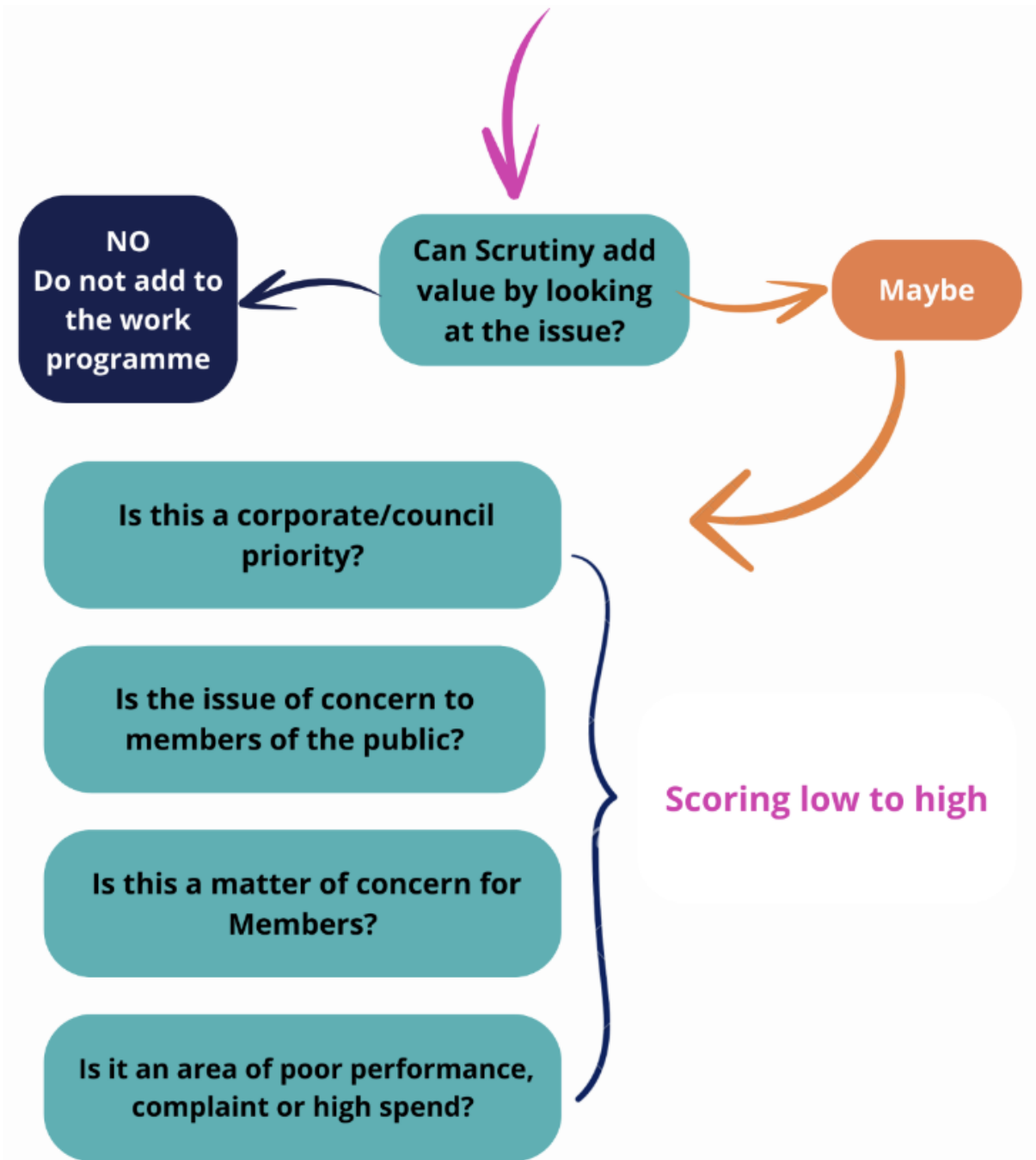- Only consider issues where scrutiny can have impact

Planning the right approach:

- Determining how and when scrutiny will look at an issue
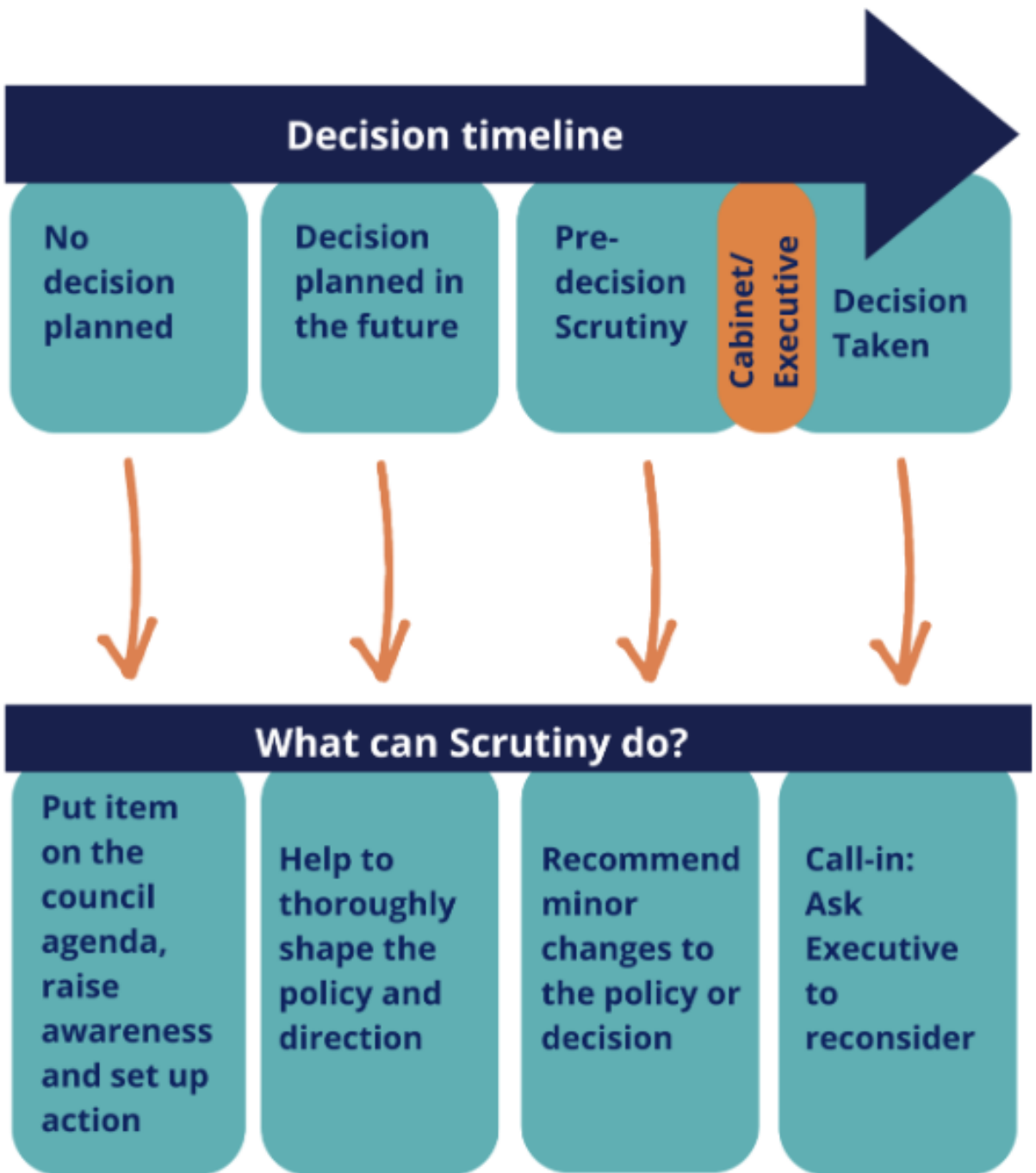- Scrutiny has many ways of considering issues these need to be managed with available resources

How?

Task Group

Site or Service Visit

Presentation

Written Briefing

Committee Meeting

Ask the Public

Individual Member Investigation

Spotlight Review

When?

Decision timeline

| No decision planned | Decision planned in the future | Pre-decision Scrutiny | Cabinet/Executive | Decision Taken |

What can Scrutiny do?

| Put item on the council agenda, raise awareness and set up action | Help to thoroughly shape the policy and direction | Recommend minor changes to the policy or decision | Call-in: Ask Executive to reconsider |

Your Work Programme

Where did the issue come from?

Who suggested the issue and why? Is there any relevant background information? Has the committee considered the issue before?

Where in the decision making cycle is the issue?

Is a decision or policy development planned? And how will scrutiny contribute?

What value does scrutiny anticipate by looking?

What is the rationale for adding to the work programme? E.g. High importance to the public and scrutiny is reflecting the voice and concerns of the public to ensure best value is reached.

How should Scrutiny look at the issue?

Task Group

Committee

Briefing

When will scrutiny look at the issue?

Schedule for the most impact, but also limit the number of items at committee and consider the resources available for task groups and site visits.