

SCRUTINY COMMITTEES – WAYS OF WORKING

Approach	What is it?	Why would this be beneficial?
Call-in	<ul style="list-style-type: none"> • Within a specified time period, any 12 Members, or Group Leaders (or persons authorized by them) may 'call-in' a decision of Cabinet. • The Chair (or Vice Chair) of the relevant Scrutiny Committee consults the Monitoring Officer to determine whether the call-in request is valid. • If valid, the call-in decision will go to the next meeting of the Scrutiny Committee, or to a special meeting, if necessary, on grounds of urgency. • Scrutiny may refer the decision back to the decision-making body for re-consideration. 	<ul style="list-style-type: none"> • If a Cabinet decision is causing concern, the call-in process offers an opportunity for Scrutiny to look at the decision and could result in Cabinet being asked to re-consider.
One-off Reviews	<ul style="list-style-type: none"> • A Scrutiny Committee meeting, or series of meetings, is devoted to a single topic. • The Committee then develops recommendations to improve outcomes. 	<ul style="list-style-type: none"> • Enables Committee to deal speedily and thoroughly with one topic.
Pre-decision discussions and analysis	<ul style="list-style-type: none"> • Topics are identified by looking at the Cabinet Forward Plan and/or discussion with individual Portfolio Holder. 	<ul style="list-style-type: none"> • Scrutiny has an opportunity to consider the topic and the proposed options for action before any decisions have been made.
Select Committee	<ul style="list-style-type: none"> • The Committee puts out a general call for written evidence within the terms of reference of the inquiry. • Anyone can submit evidence. The Committee may request specific evidence from certain people or organizations. • Witnesses are questioned by the Committee in public. • Committee produces a report usually with recommendations to go to the relevant decision-making body, e.g. Cabinet. Cabinet is then expected to reply within a set timeframe, addressing the recommendations. 	<ul style="list-style-type: none"> • An opportunity to study an area in depth and in public. • Involves the whole Committee. • Forensic questioning should assist Members to get to the root of the issue.

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Task and Finish Group	<ul style="list-style-type: none"> • An issue is identified and agreed for review. • A small group of interested Members spend time looking at this issue in depth; gathering evidence; and reporting their findings back to the main Scrutiny Committee and then to the relevant decision-making body, e.g. Cabinet; Health and Wellbeing Board. 	<ul style="list-style-type: none"> • Can look at a topic in detail outside the normal committee meetings. • Individual Members can do research into a particular aspect of the topic. • Task and Finish Groups are not public meetings, therefore there is an opportunity to hear confidential information, e.g. from service users; or to weigh up different options in private before making recommendations.
Written briefing	Written information is circulated to all Committee Members.	<ul style="list-style-type: none"> • Members need to be kept up-to-date with a topic, but there is no need to bring the topic to a public meeting.