

## Scrutiny Committee Work Programme Template – Guiding Questions For Suggesting Topics and Completion

| Topic | Expect Benefits/Outcomes   | Approach  | Activities   | Witnesses/<br>Evidence<br>required   | Resources and<br>other<br>requirements  | Lead<br>Committee/<br>Lead Scrutiny<br>Member  |
|-------|--|---|--|--|---|--|
|       | <ul style="list-style-type: none"> <li>• What do you want to achieve by looking at this topic?</li> <li>• What difference will Scrutiny make by looking at the topic have?</li> <li>• How will you know that you have made a difference?</li> <li>• How does this topic further the priorities of the Council?</li> <li>• How does this topic address concerns/issues raised by the community?</li> <li>• What value will scrutinising this topic add?</li> <li>• Will service users and the public be involved in the work?</li> </ul> <p>Overall view – will the impact of the scrutiny be more than the cost of doing it? Is it worth the investment?</p> | <p>What is the best way for you to scrutinise the topic to achieve your outcomes?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Task and finish groups</li> <li>• Select Committee (including preparation and pre-meeting)</li> <li>• Concurrent meetings on a single topic</li> </ul> | <p>How would you undertake your scrutiny activity?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Sites visits</li> <li>• Live audio or video streaming</li> <li>• Member led research</li> <li>• Desk based research</li> <li>• Visits to other counties</li> <li>• Focus groups</li> <li>• Meeting people in the community</li> <li>• Customer experience</li> <li>• Preparation for Select Committee</li> <li>• Opportunity Risk Assessments</li> </ul> | <p>Who do you need to hear from?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Which officers</li> <li>• Which organisations</li> <li>• Individuals</li> <li>• Community reps</li> </ul> <p>What do you need to know?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Service user experience</li> <li>• Customer intelligence</li> <li>• Performance information</li> <li>• Service usage information</li> <li>• Cost and budget information</li> </ul> <p>How do you want to receive it?</p> <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Reports</li> <li>• Briefing papers</li> <li>• Graphs</li> <li>• Tables</li> <li>• Videos</li> </ul> | <p>What do you need to have to support you to deliver your work?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• How much Scrutiny officer support time?</li> <li>• How much member time?</li> <li>• What type of skills?</li> <li>• Any budget requirement e.g. to cover cost of travel, surveys, focus groups?</li> <li>• Is there anything that you need to have in place before you start or to finish your work? i.e. Dependences and interdependences</li> </ul> | <p>e.g.</p> <ul style="list-style-type: none"> <li>• Identify specific committee or whether a joint exercise</li> <li>• Identify Lead Scrutiny Member</li> </ul> |

# Proposal for Scrutiny Work Programme Topic

Committee:

| Topic | Expect Benefits/Outcomes | Approach | Activities | Witnesses/<br>Evidence<br>required | Resources and<br>other<br>requirements | Lead<br>Committee/<br>Lead Scrutiny<br>Member |
|-------|--------------------------|----------|------------|------------------------------------|--|---|
|       |                          |          |            |                                    |  |   |