

Scrutiny Options and Methodologies

Method and timescales	What does it do and how	What outputs are there
Pre-decision scrutiny of key decisions at formal committee meeting	<ul style="list-style-type: none"> Review and comment on proposed decisions. Enables the Committee to hold the Lead Member and partner agencies to account. 	<ul style="list-style-type: none"> Evidence based recommendations to Leadership Team
Leader/ Chief Executive/ Lead Member/ partner agencies attend formal scrutiny meeting	<ul style="list-style-type: none"> Enables the Committee to hold the Lead Member and partner agencies to account. 	<ul style="list-style-type: none"> Minutes of meeting record recommendations made
<p>Service review conducted by working group</p> <p>Depending on the topic can be short reviews or be longer more detailed reviews.</p>	<ul style="list-style-type: none"> Strategic policy development. Consideration of things that have yet to happen and decisions to be taken in the future. Planned evidence-taking sessions in the community. Contributions from other organisations and external experts. 	<ul style="list-style-type: none"> Working Group report published. Produce specific SMART recommendations which may include options for consideration. Discussed at Committee before referral to the Leadership Team and sometimes full Council.
<p>Single Issue Meeting – may be a whole meeting or a series of meetings e.g., a resident conference.</p> <p>May be linked to a formal meeting agenda item or working group.</p>	<ul style="list-style-type: none"> Enable members to focus on a project or policy in greater depth than a general meeting agenda would allow. May be useful when there is a specific service area or activity that Scrutiny members want to check is performing well or which they want to hold to account. 	<ul style="list-style-type: none"> Evidence based recommendations to the Leadership Team and partner organisations.
A roundtable discussion	<ul style="list-style-type: none"> Brings together councillors, independent experts and residents. 	<ul style="list-style-type: none"> Evidence based recommendations to the Leadership Team and partner organisations.
Qualitative research	<ul style="list-style-type: none"> Focus groups, local community interviews and key stakeholder in-depth interviews. 	<ul style="list-style-type: none"> Informs working group reports and recommendations.

Quantitative research	<ul style="list-style-type: none"> • Surveys of people affected by an issue. 	<ul style="list-style-type: none"> • Informs working group reports and recommendations.
Visits to places and services	<ul style="list-style-type: none"> • Councillors able to visit a service or project which complements any written reports 	<ul style="list-style-type: none"> • Informs working group reports and recommendations
Councillor Call for Action	<ul style="list-style-type: none"> • Initiated by Councillors who are expected to “filter” cases. • Generally operational focus but may have some strategic elements. 	<ul style="list-style-type: none"> • Committee resolution / decision as to whether to make a report.