

## **Deep Level Scrutiny – procedure note**

### **1 Topic selection**

- 1.1 Committee members are encouraged to suggest suitable topics by emailing them to the Chairman and Clerk for consideration
- 1.2 Topics for 'deep level scrutiny' will be confirmed no later than the prior committee meeting, to allow Members and officers a chance to prepare

### **2 Preparation**

- 2.1 Once a topic is selected, Members will undertake their own investigation into the area and prepare their comments and questions for the meeting. Comments will be restricted to one minute or less.
- 2.2 Members are encouraged to submit comments and questions to the Chairman and Clerk prior to the meeting.
- 2.3 Officers will prepare a short introductory report or presentation on the topic (not more than five minutes).

### **3 At the committee meeting**

- 3.1 The 'deep level scrutiny' process will be limited to one hour.
- 3.2 Officers will present the introductory report or presentation.
- 3.3 The Chairman will invite the first Member to make their comments and to pose their questions.
- 3.4 Officers will provide a brief response to these questions. Additional questions will not be permitted at this stage, unless on points of clarification to the original question.
- 3.5 The Chairman will then invite the next Member to make their comments and ask questions, as set out in 3.3, until all Members have had the opportunity to speak. If there is time left there at the end of this process there will be a general discussion, at which point additional questions may be asked.
- 3.6 Time will be reserved at the end of the 'deep level scrutiny' session to determine the outputs. The committee will select one or more of the following options:
  - Agree that it is necessary to share the Committee's response to the topic, and ask the Clerk to draw key points from the minutes and to compile a statement summarising the Committee's views and priorities. The committee may wish to give the Clerk a steer as to the most significant points. Once compiled, the statement will be circulated to Members for agreement, and then sent to Cabinet, or the relevant Cabinet Member(s), either for information or specifically requesting a response.
  - Agree that Members are satisfied with the information received and that they have no further comments / wish to take no further action.
  - Agree that insufficient time has been allocated to the topic and mark it for further 'deep level scrutiny' at the next committee meeting. At this point the Committee may wish to identify specific officers to be brought in for further questioning.

- Raise some general questions which can be dealt with via the standard reporting process to the next committee meeting, rather than requiring a further 'deep level scrutiny' session.
- Where appropriate, the committee may choose to establish a working group to take the matter further.
- Agree a new topic for 'deep level scrutiny' at the next meeting. Topics may be raised at this point and the Clerk will provide a list of any topics that have been submitted by Members prior to the meeting.

#### **4 After the committee meeting**

4.1 Agreed outcomes from the list under 3.6 will be progressed by the Clerk, and other officers as appropriate.

4.2 Supplementary text submitted to the Clerk prior to the meeting or at the meeting will be made available to the Executive Director or delegate. Responses will be coordinated by the Business Group to individual Members.