

APPENDIX

SCRUTINY REVIEW PANEL – PROCESS

Stage in Review Process	Comment	Public/Private	In person/ Online
Establishing a review	Suggestion can come from an Overview and Scrutiny Committee meeting, individual scrutiny member or the Scrutiny Commissioners	Public/Private (dependent on circumstances)	Dependent on circumstances
Scoping the review	Scope is agreed by the Scrutiny Commissioners	Private	Scrutiny Commissioners' meetings currently conducted via Teams
Gathering baseline information	i.e. the current level of service provision, costs, performance measures etc.	Done in public at the Panel unless there is a reason to go into private session e.g. dealing with detailed information on individuals or contract prices, or information which could affect employees	In person, with provision made for members to join online via Teams if necessary, following consultation with the Chair of the Panel
Considering and testing options for future service delivery	i.e. draft business cases, pre-policy reviews, savings proposals that are still under development	Private to allow members to explore options and ideas without risk	In person, with provision made for members to join online via Teams if necessary, following consultation with the Chair of the Panel
Identifying witnesses and other information required	Usually happens at the first Panel meeting when the work programme is agreed	Public unless there is a reason to go into private session, e.g. the information could affect employees	In person, with provision made for members to join online via Teams if necessary, following consultation with the Chair of the Panel
Gathering evidence from Witnesses	Done in <u>private</u> at the Panel but a record of evidence given to be made public after it has been agreed with the witness concerned.	Private to start with Public record of proceedings	In person if witnesses are also invited to attend in person. Where witnesses are attending remotely, the Chair of the Panel will be able to determine whether members of the Panel should attend in person or not.

Deliberations and assessment of evidence gathered and drawing key conclusions	Done by the panel and allows members to explore options/ideas without risk.	Private	In person, with provision made for members to join online via Teams if necessary, following consultation with the Chair of the Panel if they wish
Deliberations and coming up with final conclusions	Done in <u>private</u> at the Panel but the report to be publicly available, unless it contains exempt information	Private	Via Teams unless members agree otherwise
Final Report	To be published with the relevant Scrutiny Committee papers.	Public unless it contains exempt information	

Note: it is expected that the Chair of the Panel will attend all meetings in person, unless the decision has been taken for the meeting to be held via Teams.