

APPENDIX D

SCRUTINY REVIEW PANEL – REVISED PROCESS

Stage in Review Process	Comment	Public/Private
Establishing a review	Done at the Commission as a result, of say, public concern or issue identified as underperforming etc	Public
Scoping the review	Done at the Commission on advice from the Scrutiny Commissioners	Public
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 to private session e.g. dealing with detailed information on individuals or contract prices
Identifying witnesses and other information required	Done at the Panel	Public
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. {as was the case with the eco town review panel)	Private to start with Public record of proceedings
Deliberations and assessment of evidence gathered and drawing key conclusions	Done by the panel and allows members to explore options/ideas without risk.	Private
Draft conclusions /options paper	The Panel may wish, depending on the subject matter, to consider a formal consultation on options.	Public
Deliberations and coming up final conclusions	Done in <u>private</u> at the Panel but the report to be publicly available	Private
Final Report	To be published with the relevant Scrutiny Committee papers.	Public