

TASK & FINISH GROUP REVIEW PROCESS

Role of the Elected Member		Roles of Democratic Services and Departmental Service Officers
Stage 1 - Topic Selection		
<p>Members of the Scrutiny Committee decide on topic taking account of:</p> <ul style="list-style-type: none"> • FWP discussions • Discussions during meetings of the Committee • Council priorities • Advice of officers. 	<p>Consideration to be given to:</p> <ul style="list-style-type: none"> • Potential impact for significant section(s) of the population - including protected groups • Key deliverable of a strategic and/or partnership plan • Key performance area for the Council where improvements are required • Legislative requirement • Contribute to achieving corporate / community objectives and well-being objectives. • Service delivery improvement • Public engagement 	<ul style="list-style-type: none"> • Service Officers present to Members information on service reviews, audit reports, inspection reports, performance indicators, budget, customer satisfaction results and topics due for review. • Democratic Services Officers and Service Officers advise Members on possible topic selection.
Stage 2 – Scoping the Review		
<p>Scrutiny Members decide on:</p> <ul style="list-style-type: none"> • Aims, objectives and outcomes • Select method to best fit the aims of the Review • Information required • Stakeholders • Timescales • Membership of the Review Group • Agree the Final Project Plan 	<p>Scope:</p> <ul style="list-style-type: none"> • A clear statement of the scrutiny topic • The aim (or purpose) of the project • What will be included and excluded • Specific questions, concerns or issues that should be addressed • How it will contribute to achieving Corporate Priorities and Well-being Objectives • Initial list of key stakeholders • Timescale for completion of the task. • Risks 	<ul style="list-style-type: none"> • Democratic Services Officer and Service Officers provide advice on the scope. • Democratic Services Officer produces a draft project plan for the review, setting out timescales/key milestones, to be agreed by the Scrutiny Committee.
Stage 3 – Gathering Evidence		
<ul style="list-style-type: none"> • Identify and call for evidence as appropriate • Compile questions for stakeholders with officer support, if required. • Meet with witnesses and engage users/community groups. • Undertake other activities as appropriate, e.g. site visits 	<ul style="list-style-type: none"> • Written information / evidence • Individuals and groups may be invited to present evidence to the Committee. • Site visit or other activities, such as directly trying the service. 	<ul style="list-style-type: none"> • Democratic Services Officer to make arrangements for the gathering of evidence, as requested by the Group. • Officers support Members in compiling questions if required. • Service Officers to provide evidence as required. • Democratic Services Officers to make summary notes and action points.
Stage 4 – Considering Evidence		
<ul style="list-style-type: none"> • Members evaluate the evidence received and collated. • Members formulate findings and recommendations. 	<ul style="list-style-type: none"> • Consider notes and evidence. • Compare to the original scope. • Identify key elements to be included in the report. • Basis for the formulation of recommendations. 	<ul style="list-style-type: none"> • Democratic Services Officer collates the evidence received and supports Members in formulating their findings and recommendations. • Service Officers available for any clarification required.

Stage 5 – Report

<ul style="list-style-type: none"> • The Group considers the draft report, make amendments as appropriate. Agree final version to be submitted to the Scrutiny Committee. • Draft report submitted to the Scrutiny Committee for endorsement. Members of the Group present the report. • Final Report presented to the Cabinet/ Council by the Members of the Group. 	<ul style="list-style-type: none"> • Report completed and is unambiguous and written in clear simple language. • Report contains conclusions and clear recommendations. • Recommendations include timescales for implementation and are fully budgeted, including any resource implications. • Scrutiny Committee approves the report. Agrees recommendations and a template implementation plan to Cabinet/Council together with any partner agencies if appropriate. 	<ul style="list-style-type: none"> • Based on Members’ findings and recommendations, the Democratic Services Officer drafts a report, in consultation with the Chair of the Group. • Draft report once agreed by Group will be circulated to Officers and organisations involved for accuracy.
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Stage 6 – Implementation & Feedback

<ul style="list-style-type: none"> • Decide basis of feedback on review outcomes to stakeholders. • Implementation of agreed actions arising from the report is the responsibility of the Cabinet. 	<ul style="list-style-type: none"> • Subject to approval of recommendations by Cabinet / Council, an implementation plan will be developed by relevant Service Officer. • Recommendations actioned by relevant Officers. • Feedback outcomes to stakeholders / community, if appropriate. 	<ul style="list-style-type: none"> • Democratic Services Officer supports Members in considering how they propose to feedback the review outcomes to stakeholders. • Service Officer ensures that adopted recommendations are actioned.
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Stage 7 – Monitoring

<ul style="list-style-type: none"> • Cabinet Portfolio Holder reports progress on the implementation of the adopted recommendations to Scrutiny Committee • Members may choose to undertake further scrutiny if required. 	<ul style="list-style-type: none"> • Progress on the implementation plan will be monitored by the Scrutiny Committee. • Further investigation / recommendations if dissatisfaction with the implementation of the recommendations. 	<ul style="list-style-type: none"> • Service Officer supports Portfolio Holder to report progress to the relevant Scrutiny Committee. • Democratic Service Officer schedules monitoring of the implementation plan into the FWP.
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