

Process and timetable for setting the Scrutiny Work Programme

Process	Timetable
<p>Scrutiny Suggestion Form circulated to all Councillors, Scrutiny Co-optees, Senior Management Team, Town and Parish Councils and partner organisations to be returned by a specified date.</p>	<p>15st May – 8th June As part of this process, Assistant Directors were invited to suggest key areas of policy development to scrutiny.</p>
<p>Suggestions collated by Scrutiny Team.</p>	<p>w/c 11th - 18th June New suggestions collated with items carried over from 2011/12 work programme.</p> <p>Scrutiny Chairmen consult relevant Assistant Directors/Cabinet members on suggestions to find out how they fit with priorities for the service area, any information that may affect a scrutiny review, the potential timing of work and what can be resourced.</p>
<p>Meeting of Scrutiny Management Board to consider Scrutiny suggestions.</p> <p>Scrutiny Management Board will:</p> <ol style="list-style-type: none"> a) Determine whether the suggestions meet the criteria for scrutiny b) Agree topics for the Scrutiny Management Board work programme c) Allocate other suggestions to the relevant Scrutiny Committee to consider for the work programme, making recommendations about which should be prioritised or jointly scrutinised d) Propose the allocation of resources across the Committees based on the projected work load. 	<p>4th July Scrutiny Management Board meeting, including presentation/Q&A with the Leader and Managing Director on the challenges and priorities for the Council for the future. Scrutiny Assembly members invited to take part in meeting.</p>
<p>Scrutiny Committees meet to determine:</p> <ol style="list-style-type: none"> a) The items to be included in the work programme b) The method of scrutiny c) The required schedule of meetings. 	<p>From 16th July onwards Scrutiny Committees agree 3-5 priorities for the work programme.</p>
<p>Scrutiny Management Board reviews final work programme for on-going monitoring.</p>	<p>On-going – progress reports to each Scrutiny Management Board meeting.</p>