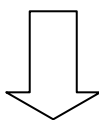
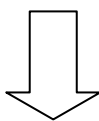


Process to Agree Scrutiny Recommendations and Response from Cabinet

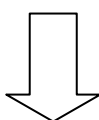
If the Scrutiny Committee have identified issues during the review that lead to obvious recommendations or is considering a particularly sensitive issue the Scrutiny Officer may discuss this with the relevant Assistant Directors at this early stage *. The Scrutiny chair may also discuss these with the Cabinet Member(s) as part of a KIT meeting. Any cross cutting issues should be raised by the Assistant Directors at this stage*. The Assistant Director(s) should also identify if an early report to SMT would be helpful to facilitate discussion about the work of the scrutiny committee and the direction of the recommendations. AD to liaise with the Scrutiny Officer to bring this to SMT. Where a Scrutiny Report involves the services in several ADs areas it would be helpful for SMT to agree a lead AD.



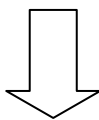
When the Scrutiny Review is drawing to a close the Scrutiny Officer will contact the Cabinet Member / Director / Assistant Director to agree a time table for the Scrutiny Report and Cabinet response. This may be part of a discussion at a KIT meeting.*



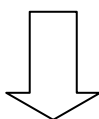
The Scrutiny Officer will confirm the time table agreed by email including dates for SMT, Policy Review and Cabinet. (* or relevant decision making body)Any chance to this timetable should be agreed with the Chair of the Scrutiny Committee



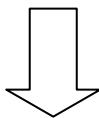
Once the Scrutiny Committee have gathered sufficient evidence the Committee will meet to consider the evidence and agree conclusions / recommendations. To assist the Committee in this process, following discussion with the chair of the Committee, the Scrutiny Officer may draft conclusions / recommendations that the Committee may want to consider.



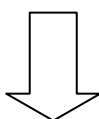
The Committee may consider further drafts of the report which summarises the evidence and recommendations– this will usually be done by email.



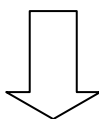
The Scrutiny Officer will share a draft of the recommendations with the relevant Cabinet Members Directors/ Assistant Director / Service Delivery Managers and other parties* that have contributed to the review.



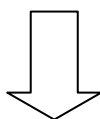
The final draft of the Scrutiny Report will be agreed by the Committee – this may be done by email (if the Committee does not meet in public to approve the report at this stage the report will be presented to the next public meeting of the Scrutiny Committee)



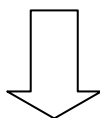
The Scrutiny Officer will arrange a meeting for the Committee chair to meet with the relevant Cabinet Member to discuss the report and recommendations. *



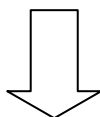
The Scrutiny Officer will raise any issues with the Communications Team e.g. likely press interest or press releases.*



The Scrutiny Report will be presented to SMT by the Scrutiny Officer to enable officers to agree the draft response and identify any cross cutting issues. SMT will agree a lead AD to co-ordinate the response where responses are required from more than one service area and to liaise with the Scrutiny Officer on the time table. Where a response has been drafted this may be discussed at SMT also.



The Chair of the Scrutiny Committee will present the report to Policy Review and the Cabinet Member will present the draft response.



The Chair of the Scrutiny Committee will present the report to Cabinet (* or the relevant decision making body of the external organisation) and the response will be approved.

*Where recommendations relate to the work or external organisations these process may be also arranged with external partners.

Process to Agree Recommendations and Response to at a Service Level