

## Process and timetable for setting the Scrutiny Work Programme

Date	Process
<b>6 June 2016</b>	Senior Management Team requested: <ul style="list-style-type: none"> <li>• To provide information relevant to existing items help the Scrutiny Management Board decide the priorities</li> <li>• To identify areas in key work streams which would benefit from scrutiny involvement</li> </ul>
<b>20-24 June</b>	Scrutiny Team collate list of suggestions received from SMT and circulate to Chairs for comment and seek further information from SMT if necessary.
<b>30 June</b>	Agenda and draft report sent to SMT for consideration on 4 July.  This will include the list of suggestions with comments received and requests for further information received from Chairs.
<b>8 July</b>	Following consideration by SMT and Scrutiny Chairs, circulate Scrutiny members, co-optees, Cabinet members, Town and Parish Councils and key partners to seek comments on the draft work programme.
<b>20 July</b>	Meeting of Scrutiny Management Board to consider Scrutiny suggestions.  Scrutiny Assembly members invited to take part in meeting.  Members of SMT to be invited at the request of Scrutiny Chairs.  Scrutiny Management Board will: <ol style="list-style-type: none"> <li>a) Determine whether the suggestions meet the criteria for scrutiny and remove any that don't</li> <li>b) Consider the remaining suggestions and decide whether they should be a priority for scrutiny and remove suggestions which are not a priority</li> <li>c) Allocate selected suggestions to the relevant Scrutiny Committee to consider for the work programme, making recommendations about which should be prioritised or jointly scrutinised</li> <li>d) Propose the allocation of resources across the Committees based on the projected work load</li> <li>e) Agree the work programme for the Scrutiny Management Board</li> </ol>
<b>21 July onwards</b>	Scrutiny Committees meet to determine: <ol style="list-style-type: none"> <li>a) The items to be included in the work programme</li> <li>b) The method of scrutiny</li> <li>c) The required schedule of meetings.</li> </ol> The Scrutiny Committee's should take into account any recommendations from the Scrutiny Management Board.  Final work programme will be circulated to SMT.
<b>On-going</b>	Scrutiny Management Board monitors delivery of the work programme through monitoring reports and Chair's updates.