

PROTOCOL FOR ESTABLISHING A SCRUTINY REVIEW WORKING PARTY

1. The main Panel agrees on the topic to review from the Scrutiny Review Topics Priority list.
2. The main Panel sets up a working party and agrees the following:
 - a. Membership size
 - b. Councillors to constitute the working party membership
 - c. Chair for the working party
 - d. Indicative draft terms of reference
 - e. Indicative report back date
3. Any co-option of new members to a working party should be agreed at the Panel meeting and any co-optees should be non councillors with skills required by the working party.
4. At the first meeting, a working party drafts its work programme for carrying out the review work. The working party also suggests amendments to the terms of reference and focus of the scrutiny review (*if necessary*) and provide justification for the change.
5. Before progressing any further, the working party reports back to the next available Panel meeting seeking final approval to its terms of reference and work programme.
6. Thereafter, the working party conducts the review.
7. The working party provides regular verbal updates at each Overview and Scrutiny Panel meeting leading up to the final report back.
8. The working party produces a report with recommendations at the end of the review and presents this to the Panel.