

**Open Report on behalf of Richard Wills, Executive Director responsible for Democratic Services**

Report to:	<b>Overview and Scrutiny Management Board</b>
Date:	<b>25 January 2018</b>
Subject:	<b>The Scrutiny Review Process</b>

**Summary:**

The Overview and Scrutiny Management Board are being invited to determine the process by which topics for scrutiny reviews should be decided.

**Actions Required:**

That the Board decides on the process for agreeing topics for scrutiny review and:

- a) limits the number of reviews to no more than two at any time.
- b) agrees that the Overview and Scrutiny Management Board makes the final decision on whether a review should take place.

## **1. Background**

At its meeting on 21 December 2017 this Board resolved to determine at its next meeting how topics for scrutiny reviews should be agreed.

Scrutiny reviews are carried out by the two recently established Scrutiny Panels. These reviews are opportunities for scrutiny councillors to delve deeper into a particular subject or issue to find out more, speak to the individuals responsible and service users and recommend any ways in which things could be improved.

This work is usually at a level not always possible within the time limits and formal setting associated with committee meetings.

Scrutiny Panels have a standing chairman and vice-chairman, appointed annually, but the rest of the Panel (of up to six councillors) are selected on the basis of the skills and knowledge required for the topic being reviewed and are established by the Overview and Scrutiny Management Board. By their very nature Scrutiny Reviews are resource intensive and require a significant time commitment from officers and members.

## 2. Recommendations

It is therefore recommended that there should not be more than two reviews being carried out at any one time.

It is also recommended that the potential topics be submitted, normally after discussion with the appropriate scrutiny committee chairman, by scrutiny committees, executive councillors or officers using the scrutiny review topic form attached at Appendix A to this report. This process will illustrate how the 'sponsor' of the topic has had regard to the scrutiny toolkit when submitting a potential topic for review.

The Scrutiny Team, in consultation with officers from the relevant service areas, will then carry out a SMART analysis of the review in terms of its outcomes being **Specific, Measurable, Attainable, Relevant and Timely**. Examples of outcomes that would be relevant to Lincolnshire would include best use of resources, improvements to the quality of life of residents, and efficiencies/savings.

It is recommended that the final decision on whether a review takes place should rest with the Overview and Scrutiny Management Board, having regard to the above input of officers.

## 3. Conclusion

The Overview and Scrutiny Management Board is required to agree the process for deciding scrutiny review topics.

## 4. Consultation

### a) Have Risks and Impact Analysis been carried out??

Yes

### b) Risks and Impact Analysis

No material risks have been identified.

## 5. Appendices

These are listed below and attached at the back of the report

Appendix A	Scrutiny Review submission form
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## 6. Background Papers

Document title	Where the document can be viewed
Minutes of the Overview and Scrutiny Management Board 21 December 2017	Democratic Services
Scrutiny Handbook 2017	Democratic Services

This report was written by Nigel West, who can be contacted on 01522 552840 or [nigel.west@lincolnshire.gov.uk](mailto:nigel.west@lincolnshire.gov.uk) .