

Overview & Scrutiny Review Process

Aim

- What is the overarching aim of the review?
- To provide a clear and focused description of what is intended and expected outcome.

Objectives

- What key questions will the review seek to answer?
- What scrutiny processes will add value (e.g. performance review, holding to account, policy development, public engagement and involvement)?

Methods

- How will the review answer the questions set out above?
- Which stakeholders will be involved and how?

Processes

- National Policy context: desk research;
- Local Policy & Practice: local officers, analysis of performance data, site visits;
- Comparative Policy & Practice: consulting other authorities;
- Best practice: national agencies, other authorities;
- Public, resident, service user engagement: surveys, focus groups or public meetings.

Plan, Actions and review

- Project Plan: what evidence will be collected and when;
- Monitoring of project plan;
- Developing conclusions and recommendations from the evidence in review process;
- Recommendations to Executive for approval.