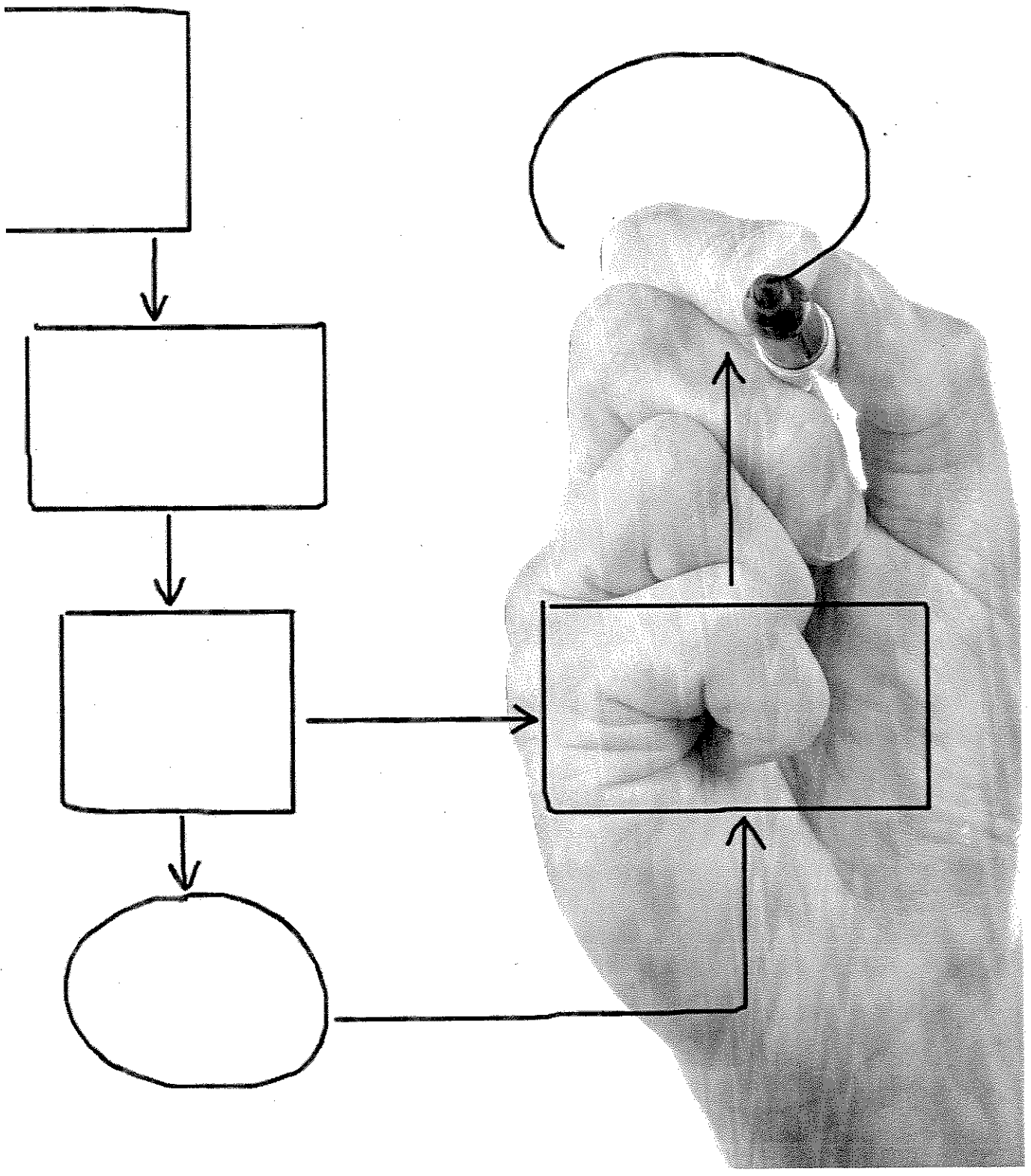


# A cunning plan?

## Devising a scrutiny work programme



## 4. How it might work

This presupposes a work programme that runs from May to May. It doesn't preclude a more flexible, rolling approach to allocating and carrying out work in addition to this.

### Stage 1

#### Late February

- ◇ Carry out initial consultation with all members of scrutiny committees, senior officers, Cabinet Members and partners;
- ◇ Note corporate priorities, business plans, and the Forward Plan of the authority (and the authority's neighbours) for potential topics;
- ◇ Start writing the scrutiny annual report, using it as an opportunity to evaluate previous performance and identify any follow-up work on previous reviews;
- ◇ Carry out work to engage with local people.

### Stage 2

#### Late March

- ◇ On the basis of feedback, gather a long list of potential topics;
- ◇ Consult officers, Cabinet members, and partners (as appropriate) on the long list and publicise it for further feedback;
- ◇ Identify where some suggestions are duplicates;
- ◇ Identify potential methodologies for suggested work, make assessment of likely resource implications and apply feasibility criteria (if using).

### Stage 3

#### Early April

- ◇ Produce a shortlist;
- ◇ Carry out detailed research on shortlisted pieces of working (perhaps like mini-scoping exercises);
- ◇ Engage closely with officers, partners and other stakeholders likely to be affected by the decision to proceed with the review;
- ◇ Start thinking about where work will fall in the year and how projects will be carried out in practice.

### Stage 4

#### May

- ◇ Signoff of work programme and annual report at the same meeting (the documents should go hand in hand);
- ◇ Agreement of membership of review groups and officer support;
- ◇ Detailed project planning begins as appropriate.

### Stage 5

#### Mid-year

- ◇ Six month review (October/November) to the co-ordinating committee to update on progress on all ongoing reviews. Of course, this would not mean that updates would not be provided on reviews outside this timescale.