

Bolsover District Council

Scrutiny Process Guide: Task & Finish Review Group

1. Complete Topic Submission Form and present to Annual Scrutiny Conference for discussion.
2. If the topic suggestion is in-year, submit the completed form to the relevant Scrutiny Committee.
3. Discussion by Members of the topic and score the topic using the prioritisation aid.
4. Relevant Scrutiny Committee agrees best course of action, based on the score for the topic
 - i. full review (in-depth Task & Finish by whole Committee)
 - ii. mini-review (short Task & Finish by a smaller working group of the Committee Members, with regular reports to full Committee)
 - iii. presentation or briefing to Committee, with potential for a review at a later date
 - iv. no further action
5. If a full review or mini review, complete standard Scoping template – Discussion and finalisation of scope at Informal Committee followed by submission to next Formal Public Committee for approval.
6. Review commences once there has been formal approval of the Scope by Committee.
7. Presentation of evidence to Members involved in the Review. If a mini-review, Members will report regularly back to main Committee on evidence gathered to gauge potential options for scrutiny recommendations.
8. If a mini-review this is likely to take place over 1-3 meetings of the Working Group
OR
If an in-depth review this is likely to take place over 4-6 months of the main Informal Committee meetings, with the aim to complete the approval process by January, allowing for submission to Executive prior to end of municipal year.

9. Circulation of rough draft report to Informal Committee; Officers/Witnesses engaged during the Review; relevant Senior Mgmt; relevant Portfolio Holders for final comment and Service Response to the proposed draft recommendations
10. Final Draft Review report with proposed draft recommendations presented to Informal Committee for final discussion and approval.
11. Final Review Report submitted to Formal Public Committee for approval and submission to Executive.
12. Chair and Vice-Chair of Scrutiny Committee attend Executive for Members to consider the Review Report and endorse, reject or amend the recommendations.
13. Executive Response is reported to the relevant Scrutiny Committee.
14. Scrutiny Committee commence a 12 month Post-Scrutiny Monitoring period, with an Interim Update at six months.