

## **O&S “Spotlight” Reviews – Summary of Approach**

### **Overview**

- Reviews will be undertaken by a small Panel (usually 5-6 members) of scrutiny committee members.
- Reviews will be supported by the Overview and Scrutiny Manager and designated lead officer from the service area. They will jointly produce a briefing paper in advance of the review activity set out below.
- Review process will be intensive and completed over a short space of time. Anticipated to be completed start-finish within a month.

### **Summary of methodology**

- Stage 1 - Briefing paper to be issued to the Panel (to include current practice and possible areas for improvement and development) approximately 2 weeks before the review
- Stage 2 - An initial Panel briefing meeting to include consideration of the briefing paper
- Stage 3 - A full day of evidence gathering activities (including interviews with various officers and members, and focus/discussion groups) finishing with a panel meeting to collate and triangulate key findings, and agree recommendations
- Stage 4 - Scrutiny Officer writes a short report including recommendations (in consultation with the panel chair and officer)
- Stage 5 - A final meeting of the panel to consider and agree the report before its submission to the O&S Board and then Cabinet. The lead officer and relevant portfolio holder will be invited to this meeting