

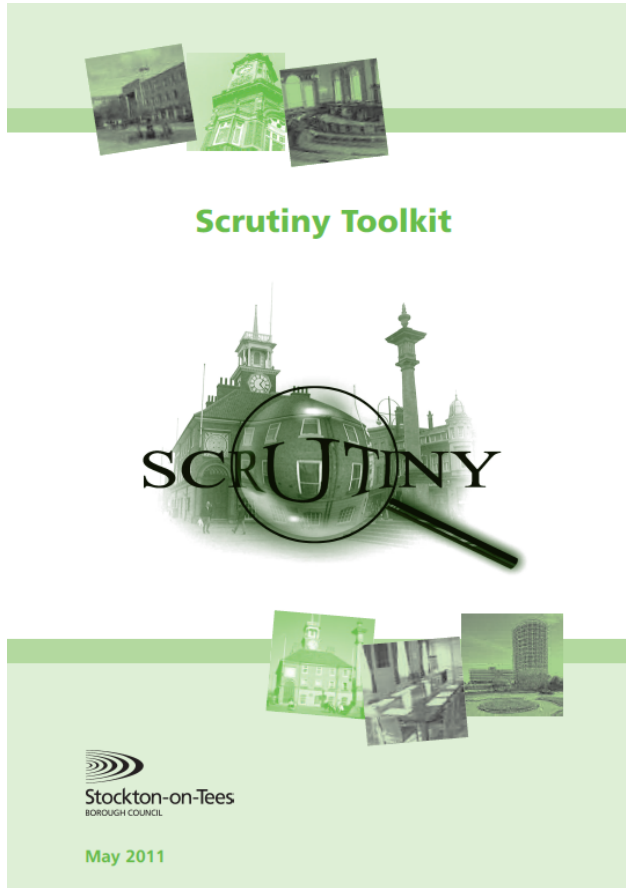
Scrutiny – “the recipe for success”

What are the ingredients for a
successful scrutiny review?

The Recipe for Success

- Recipe Book
 - Tools
 - Ingredients
- It's in the mix
 - Half-baked?
- Icing on the cake

RECIPE BOOK



- Explains the scrutiny process and provides a review framework.
- Provides information on the protocols of the select committees.
- Provides guidance to Members, Officers and others taking part in the scrutiny process

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TOOLS



- Chairing Skills
- Project Planning
- Team Working
- Questioning Skills
- Listening Skills
- Analytical Skills

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INGREDIENTS OF A REVIEW



- Scoping
- Gathering Evidence
- Challenge Evidence
- Option Appraisal
- Reporting
- Action Plan
- Monitoring
- Feedback
- Evaluation

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IT'S IN THE MIX



Recipe (Scope)

- What are the review aims?
- Tightly focused or a wider approach needed?
- Any constraints and/or limitations?
- Key Lines of Enquiry (KLoE)
- Context of the review
- Public involvement
- Consider at the outset to whom recommendations may be addressed.

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IT'S IN THE MIX

Gathering Ingredients (evidence) (Link to KLoE)



- Detailed methodology of the review in the project plan. Evidence can be: written information / oral / consultation
- Carry out your own research if required.
- Test possible improvements with witnesses as the review progresses.

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IT'S IN THE MIX

Weigh the ingredients (evidence)

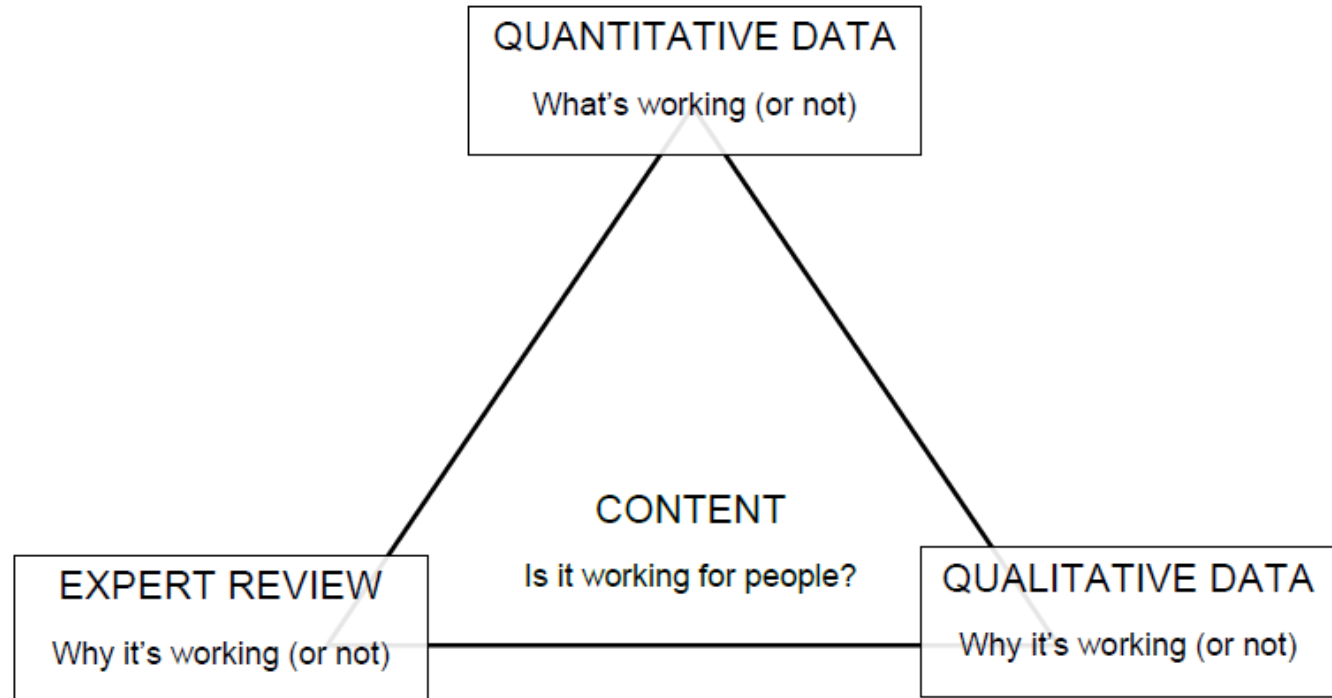


- Different sources of evidence will require that you place different weight on them, depending on their reliability, representativeness, authoritativeness and so on.
- No evidence should be discounted purely because it is anecdotal or parochial in nature.

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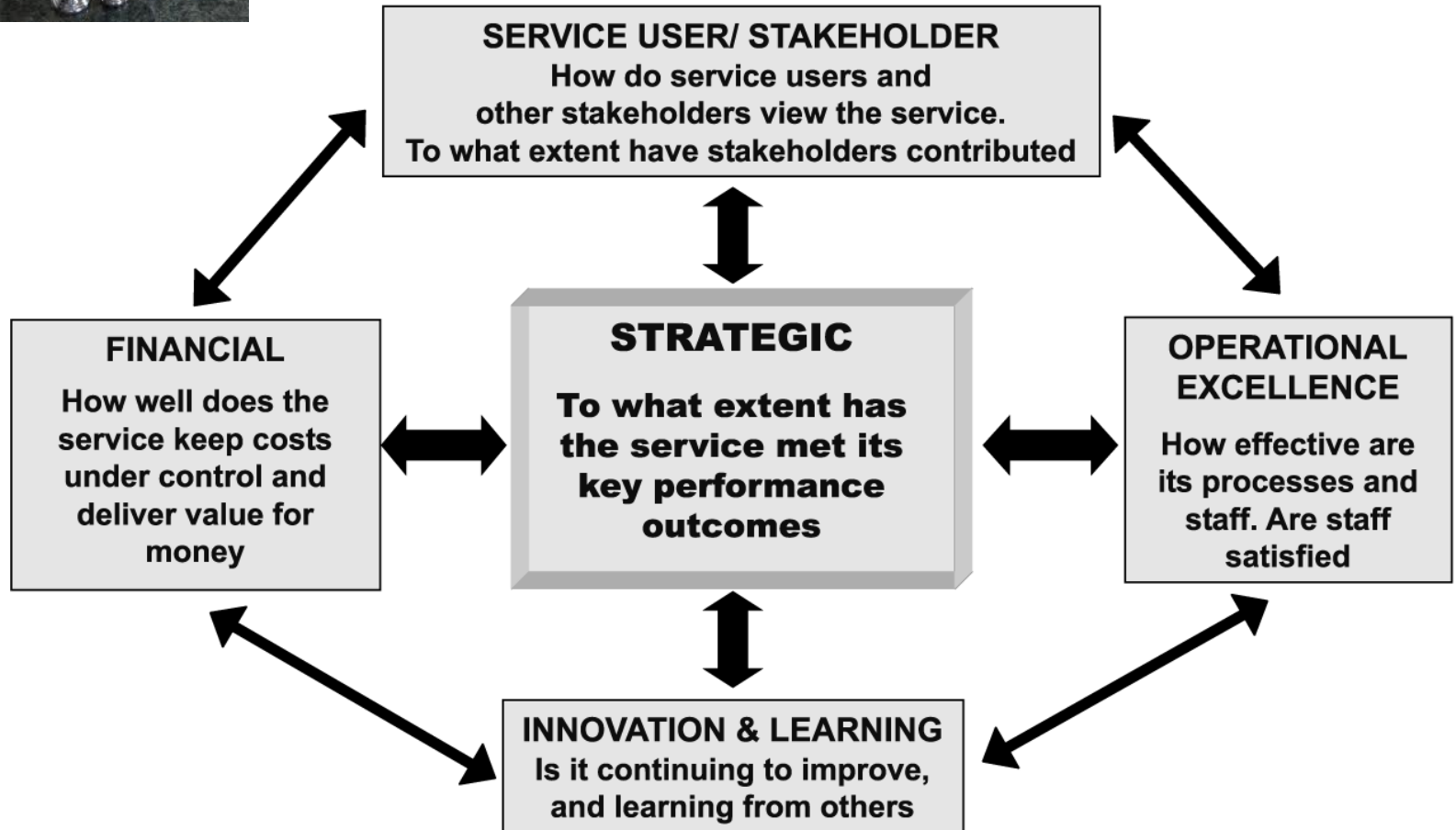
“TRIANGULATION”



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“BALANCED SCORECARD”



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IT'S IN THE MIX

Weigh the ingredients

- All evidence taken together, and weighed effectively, will allow you to build up a comprehensive picture of the issue you are investigating.
- Evidence from local experts can be extremely useful and may have a significant amount of weight placed on them.



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IT'S IN THE MIX

Weigh the ingredients

- Members are able to bring their own thoughts and observations.
- Members can undertake spot checks, talk to staff, residents, or others for evidence about what really happens.
- Be careful when attaching weight to evidence – opinions vs facts.



IT'S IN THE MIX



The Mixture - (Findings & Recommendations)

- Challenge the evidence gathered when moving toward making recommendations.
- A thorough examination will have established the key issues, and identified some options for improvement.
- Scrutiny Officer compiles the summary of evidence.
- The review will have to reconcile all the comments that have emerged while gathering evidence.

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IT'S IN THE MIX



The Mixture - (Findings & Recommendations)

- The review should make a number of key findings of fact – building blocks for constructing recommendations.
- Recommendations must refer to and reflect these findings to be taken seriously.
- Evidence should point toward conclusions to form the basis of recommendations for action.
- Will recommendations work in the context of the review and as envisaged?

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IT'S IN THE MIX



The Mixture - (Findings & Recommendations)

- Think about whether the outcomes being suggested are ones that would make a tangible, positive impact on the community.
- Test the viability of recommendations before suggesting their implementation.



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HALF-BAKED?

- With all appropriate evidence collected, a Committee is in a position to make evidence based recommendations.
- The report, based on the findings, is presented to Cabinet. It is then either:



or



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ICING ON THE CAKE

- The resulting monitoring of the recommendations in the action plan is able to demonstrate real change and benefits.



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