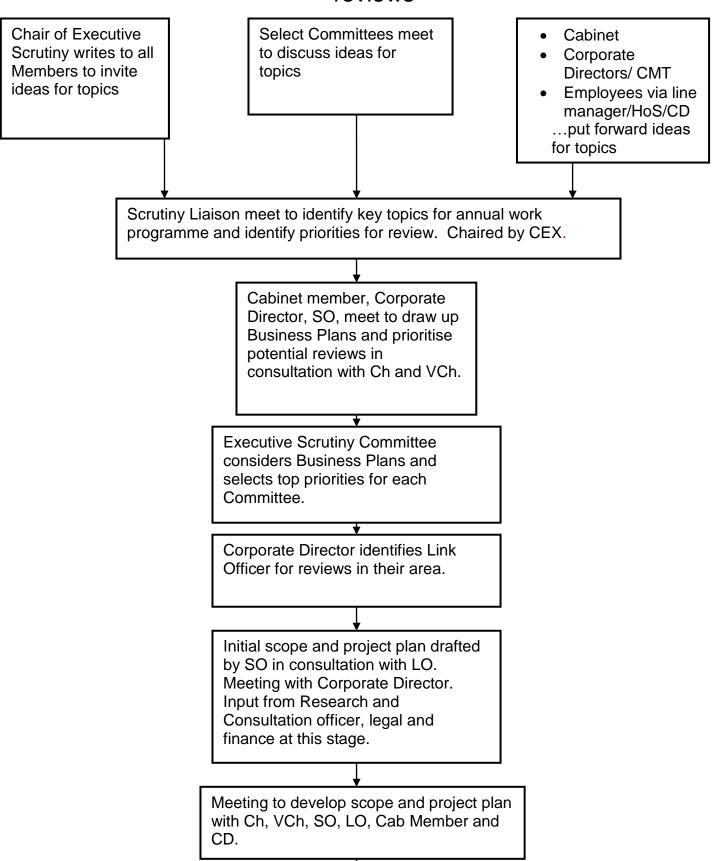
Draft Protocol for Member/Officer Involvement in reviews



Ch = Chair, VCh = Vice-Chair, SO = Scrutiny Officer, LO = Link Officer, Cab = Cabinet Member, CD = Corporate Director, HoS = Head of Service

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Approval of Scope and Project Plan by Select Committee, LO to attend Select Committee meeting.

Scopes and project plans for first reviews considered by Exec Scrutiny. Any significant changes to be referred back to Select Committee.

Tripartite meeting between Ch, VCh, SO, LO, CD, CabM following finalisation of scope and project plan.

LO to assist SO with the supply of written evidence from the service area and assist with planning of the review, selection of witnesses, lines of questioning etc. SO and LO to keep each other informed of any issues/developments throughout the process via regular meetings. LO to provide feedback to CD and Cab Member

Finance officers to be invited to give evidence to reviews where there are any financial issues and to be consulted on the draft final report. Legal also consulted where appropriate.

Pre-meetings to be held for subsequent Select Committee meetings, to be attended by SO,Ch, VCh. LO to attend.

Select Committee receive evidence. LO to attend all Select Committee meetings. SO to brief LO if unable to attend. LO to be supplied with all papers for Select Committee meetings.

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