## **Proposed Scrutiny Process for CYC**

Receive topic to review		Referred from:Councillors, Parish Councils or Ward Committees
Check against review criteria and availability of resources	<b></b>	Benchmark issue against review checklist to determine if it should be progressed or if it can be resolved in any other way. If addressed by other means inform proposer of outcomes
SMC or Scrutiny Commttee members decide whether to progress topic		By standing committee or by forming new sub committee.
SMC or standing committee members develop remit for topic	<b>&gt;</b>	Timescale, focus, selection of members if Ad Hoc Sub-Committee being formed
Standing Committee or Ad Hoc Sub-Committee develop scope of review		How to involve people, evidence needed, outside research needed, who to use as witnesses, experts needed, whether to co-opt members etc
Members gather evidence		Interviews with witnesses and experts, good practices from elsewhere, site visits and mystery shopping, focus groups, questionnaires, media publicity, written reports.
Members produce draft reports and recommendations	<b>-</b>	Members produce first draft. Send to witnesses and officers to check for factual accuracy. Carry out implications check.  Members write final draft.
Final report		Final report approved by committee or sub- committee. Identify member sponsor for report. Report sent to SMC for comment or endorsement.
Report sent to Executive	<b></b>	Submit to Executive Member, Executive or Council. Recommendations accepted or rejected and decisions reported back to committee or SMC via system monitoring
Scrutiny monitors recommendations		Members receive regular updates on implementation of recommendations.  Member sponsor ensures progress is made on recommendations. Original proposer informed of outcome