

SCRUTINY DIRECTORATE LEAD OFFICERS AND SCRUTINY SERVICES – A WORKING OUTLINE

Set out below is a brief outline of agreed responsibilities for both 'lead' directorate officers supporting scrutiny and Scrutiny Services Officers. This outline has primarily emerged from the discursive session with 'lead officers'.

Lead Directorate Officers for Scrutiny **should**:

- Attend scrutiny committee meetings/task groups as appropriate
- Attend pre-arranged chairs briefings for the above, as appropriate
- Be available, by arrangement, for consultation with relevant Scrutiny Chairs/Vice-Chairs
- Ensure Scrutiny Services Officers receive appropriate technical support and information for scrutiny reviews/reports within agreed timescales
- Assist Chairs/Scrutiny Services Officers in the presentation of final review reports to EBS/Executive
- Champion the role of scrutiny within their DMT's
- Advise Scrutiny Services Officers and Scrutiny Members on the feasibility of scrutinising requested topics
- Support Chairs/Vice-Chairs to identify appropriate topics for scrutiny
- Brief relevant Executive Members on the work of scrutiny
- Approve interim and final scrutiny reviews/reports for submission to Committee

Scrutiny Services Officers will:

- **ensure** Directorate Lead Officers:
 - are given advance details of meetings/briefings/task groups/informal sessions they should attend
 - are consulted on all potential scrutiny topics notified
 - are kept involved, as appropriate, on relevant scrutiny work/reviews throughout
 - are consulted on relevant reports sufficiently well in advance of publication to allow for alterations/updates to be made prior to publication

- maintain and manage scrutiny work plans, in conjunction with Scrutiny Members and 'lead directorate officers'
- research and source material/information for scrutiny review internally/externally upon request from Scrutiny Members (and consulting with lead directorate officers)
- make administrative arrangements to support the work of the Committees such as arranging for the attendance of expert witnesses
- produce feasibility/scoping documents for potential reviews, having consulted lead directorate officers and relevant others
- produce scrutiny review and update reports for Scrutiny Committees/Task Groups etc, based on technical content received from Directorates/experts etc