

## Overview and Scrutiny

### Scoping in Scrutiny

#### Additional information on scoping

- Purpose of review
  - Get assurances on a sensitive topic or concern that keeps cropping up
  - Better understand/utilise a service area or partnership
  - Drive improvement
  - Feed into new work/direction
- Role of O&S
  - Commissioning the review
  - Starting and then handing off the conversation on this topic
  - Receiving recommendations from the task group to forward to Cabinet
- Aims
  - Advising new direction
  - Finding gaps (promoting inclusive policies and services)
  - Championing good practice
  - Promoting sustainability (help the service get what it needs to keep going and doing well)
  - Methodology
  - Site Visit
  - Listening to Experts
  - Listening to Partners/Public
  - Building a knowledge base
  - Briefings/Presentations
  - Q&A
  - Round Table
  - Other Forum
- Focus
  - Talk to service providers – don't assume topics are similar i.e highways/road safety or suicide prevention/acute mental health; CCTV could be relevant to fly-tipping or antisocial behaviour
- Documentation
  - What info needs to be circulated before(how long before?)meeting
  - How will evidence supporting recommendations be documented?
  - How, when, to whom will the findings and recommendations be reported?
- Witnesses
  - Who has a relevant/interesting perspective
  - Service users can witnesses – a formerly homeless person may be an expert on the homelessness service
  - Service providers can be witnesses – representatives from a professional body or recent retirees
  - Don't ask partners to bring in front line workers; instead, ask for detailed staff survey results and response rates
- Risks

- What is the risk in handling sensitive topics in the right way at the right time?
  - Sometimes reputational risk for the authority.
  - Use methodology to manage risk.
- Publicity
  - Will this meeting be public
  - Will recommendations and outcomes be published?
- Outcomes
  - Where will these recommendations add value?
  - What will be the result 1 year from now, 5 years from now, 10 years from now if a review is done well
- Indicators of a successful review
  - Cabinet Member/Partners/Service leads go away with ideas and suggestions to think about
  - Concerns are dispelled or a recommendation is in place
  - More inclusive services/policies with fewer gaps