

## 19. Conduct of Reviews

1. At the start of any review (which shall include an enquiry or investigation into a matter or issue), the Overview & Scrutiny Committee will as far as practicable:
  - a) Define the issue/area that it wishes to consider and the Committee's purpose in undertaking the review;
  - b) Indicate the type of background information and any performance or other data the Committee requires. Such information or data is to be provided by the relevant officer(s) within 10 days of a request being made.
  - c) Indicate the individuals, if any, the Committee would like to interview as part of its review (e.g. Members, Officers, representatives from other organisations, local residents and outside experts etc);
  - d) Set a realistic timescale to meet with individuals as detailed in paragraph 19(1)(c);
  - e) Decide whether the review is to be undertaken by the Committee itself, by an advisory body or by a small group of committee members, the latter being referred to as an 'Overview & Scrutiny Review Panel', all reporting to the Committee.
2. As well as agreeing the Terms of Reference for any review, the Committee will name a Lead Member when a review is effected through an Overview & Scrutiny Review Panel.
3. Where reviews are conducted and individuals are requested to attend the Committee, Advisory Body or Overview & Scrutiny Review Panel, those bodies will proceed in accordance with Paragraph 13 and the following principles:
  - a) That the review will be conducted fairly and all members of the Committee, Advisory Body or Overview & Scrutiny Review Panel, as appropriate, will be given the opportunity to ask questions, contribute and speak;
  - b) That those assisting the review by their attendance be treated with respect and courtesy;
  - c) That the review be conducted so as to maximise its efficiency.

### **Overview & Scrutiny Review Panels**

4.
  - a) Where a review is undertaken by an Overview & Scrutiny Review Panel, whilst any meeting will be informal, notes of any meetings must be produced in the standard format and sent to the relevant Officer in the Policy & Democratic Services Team within 10 working days of the meeting.
  - b) Any Report either to or from an Overview & Scrutiny Review Panel will be produced in the standard format.
  - c) Any reports or notes relating to an Overview & Scrutiny Review Panel will be generally available on MARIS but there will be some occasions when distribution should be restricted. This may be because of confidentiality or sensitivity. It is for the Proper Officer in consultation with the lead member to determine whether there should be such restriction.
  - d) A template for Notes of Panel Meetings will be provided by the relevant Officer in the Policy & Democratic Services Team.