

# TYPES OF SCRUTINY REVIEW

There are 3 main ways to carry out a themed scrutiny review:

## **1. Reactive/ Traditional Committee style review**

This involves a formal report being submitted to a meeting of the Scrutiny Committee for consideration. An officer would usually produce the report; and present it at the Committee meeting.

This type of review is often quick and less resource intensive than the other types of scrutiny reviews.

However, any questions Members have in relation to the report are often only raised at the Committee meeting, which provides little opportunity for adequate, considered responses to be provided, which does not promote effective scrutiny.

This type of review can be useful, when the topic is relatively narrow; and can be more effective if Members are encouraged to submit any questions they would like to raise in advance, so that officers have an opportunity to collate any additional information and prepare a suitable response.

## **2. Rapid Review**

This type of review is a structured, one-off event, focused on a specific topic; and can take anything from 1 hour, up to a full day if required.

They can include presentations from officers; and/ or representatives of key partners or stakeholders; and provide a forum for effective questioning.

An effective model for Rapid Review questioning, follows the F.I.R.E acronym:

- **F** - **Facts** (establishing the facts about the issue)
- **I** - **Impact** (establishing the current impact on service)
- **R** - **Recommendations** (identifying options and proposals)
- **E** - **Evaluation** (identifying the likely effectiveness of proposals)

Members are encouraged to identify key questions in advance, to enable relevant information to be obtained and made available for consideration as part of the review.

Although more time consuming and resource intensive than the traditional, reactive Committee style review, this type of review provides greater opportunity for Members to delve deeper into a specific (perhaps more complex) topic, identify meaningful recommendations; and produce effective outcomes.

### **3. *Task & Finish Groups***

This type of review involves the creation of a group comprising of key Members, key officers; and any key stakeholders, with relevant skills or experience.

The group would meet several times, on a more informal basis, for a limited period of time.

These meetings provide the opportunity for a “deep dive” into a specific, complex issue.

They may involve site visits, and/ or consultation with specific stakeholders, which provide the opportunity for Members to gain a broader insight and understanding of the issue.

Although this type of review enables real, meaningful scrutiny to be undertaken, it can be very resource intensive and time-consuming for both officers and Members.