

## Appendix 1: Methods of conducting scrutiny and support work

Advantages	Disadvantages
<p><b>Review Groups</b> - Informal, usually small, and time-limited bodies comprised of members of the Committee who investigate a specific area in detail. This often involves meeting with external experts and organisations, as well as council officers, and conducting independent research.</p>	
<ul style="list-style-type: none"> <li>• Allows for in depth research and evidence gathering to take place</li> <li>• The most thorough approach to scrutiny</li> <li>• Informal</li> </ul>	<ul style="list-style-type: none"> <li>• Often requires extensive time and resource commitments</li> <li>• Tendency to overrun, tail off or change scope</li> </ul>
<p><b>Workshops and public meetings</b> - Invite the public and relevant experts to provide the Committee with independent views and expert information on a specific area of interest. Usually conducted as an informal session or drop-in event.</p>	
<ul style="list-style-type: none"> <li>• Allows anyone to contribute</li> <li>• Informal</li> </ul>	<ul style="list-style-type: none"> <li>• A risk that no one will attend</li> <li>• People may misunderstand the role of the Committee</li> </ul>
<p><b>Site visits</b> - Visit service users, the launch of a new scheme, or a 'best practice' organisation to assess the impact of services.</p>	
<ul style="list-style-type: none"> <li>• Interacting with service users and understanding their needs</li> <li>• The ability to learn from other authorities</li> <li>• Builds working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• May have logistical challenges;</li> <li>• Evidence is only collected from one source.</li> </ul>
<p><b>Member Champions</b> - Using an expert within the Committee's membership to investigate, together with the support of the scrutiny officer, and report back to the Committee.</p>	
<ul style="list-style-type: none"> <li>• Harnesses the enthusiasm and expertise of one member</li> <li>• Allows time for the Committee to investigate other areas.</li> </ul>	<ul style="list-style-type: none"> <li>• The potential to provide a narrow view</li> <li>• Intensive and time consuming for the individual</li> </ul>
<p><b>Joint scrutiny</b> - Working with other organisations to recommend improved ways of working.</p>	
<ul style="list-style-type: none"> <li>• Builds working relationships</li> <li>• Minimises any duplication of work</li> </ul>	<ul style="list-style-type: none"> <li>• Logistically challenging</li> <li>• The objectives and purpose of work may not align between organisations</li> </ul>
<p><b>Desktop research</b> - Officers or Councillors may conduct research on behalf of the Committee and report back with their findings. This can be used as the basis for further enquiry.</p>	
<ul style="list-style-type: none"> <li>• Often the quickest and most efficient way of collecting data and evidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not engage with service users</li> <li>• Requires reading potentially long reports</li> </ul>

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