

- Urgent item discussed by O&S commission
- Topic suggested at an O&S Panel or Commission meeting
- Public suggestion
- Officer suggestion



- Panel meeting to discuss how to conduct the review, who is involved and timings
- Meet with officers to discuss what is required to conduct the review
- Chair/Vice chair meet with O&S officers to agree agendas/timings for meetings
- Attend meetings. Interviews, site visits etc. (usually around 7 of these meetings)



- Panel meeting to discuss recommendations
- Panel meeting with executive member to agree recommendations
- Following evidence gathering from review meetings the report is written
- Engagement with the public and press
- Receive notes of meetings and Councillor reports



**Ideas for scrutiny topics**

**Complete pro forma/scope**

**Review meetings & research**

**Review report**

**Presentation of report and recommendations**

Completed scope goes to:

- CMT for officer input
- Commission meeting where the topic is agreed



Site visits



- Commission meeting to sign off report
- Report presented to CMT
- Report presented at Executive meeting
- Press release

