FLOW OF THE SCRUTINY PROCESS FOR FORMAL TOPIC **Audit Authority Scrutiny group** Member **Management Team (MT** Resources /RMT) **Performance** (ARP) Question Suggests a full or micro scrutiny topic and asks for a raised in scoping report to be written committee under Standing proposing this after consulting Order 20 (1)(a) the relevant chair1 or raises it as a formal question under may result in SO 20 (1)(a)² or suggests a micro scrutiny in committee³ **Relevant Chair** If not a micro scrutiny or question raised in committee, considers and evaluates the suggestion with the member and with other chairs if (A) appropriate against the agreed Team and questions given below4. If the topic selection tests are met, discusses with CE or relevant Director. Agrees whether micro scrutiny or full scrutiny proposal. If full scrutiny, CE or relevant Director drafts terms of reference to reflect suggestion and agrees them with Chair and Vice Chair of ARP and MT Agrees topic, terms of reference and identifies group members Identifies chair and agrees project RMT considers proposal from management arrangements with Chief Exec or Director on Chief Exec or relevant Director officer support and project mgt arrangements in parallel with <u>(B)</u> agreeing these with Chair of scrutiny group Planning the work Draws up project plan which MT agrees who should be part includes identifying what evidence of discussions with scrutiny group on findings and advises will be gathered and consultations Scrutiny group chair on work of the group Works with staff and stakeholders (C) to gather the evidence required Collecting the using agreed techniques and evidence approaches Considers the evidence available using agreed techniques and

approaches

recommendations

Produces report with findings and

(D)
Considering
the evidence

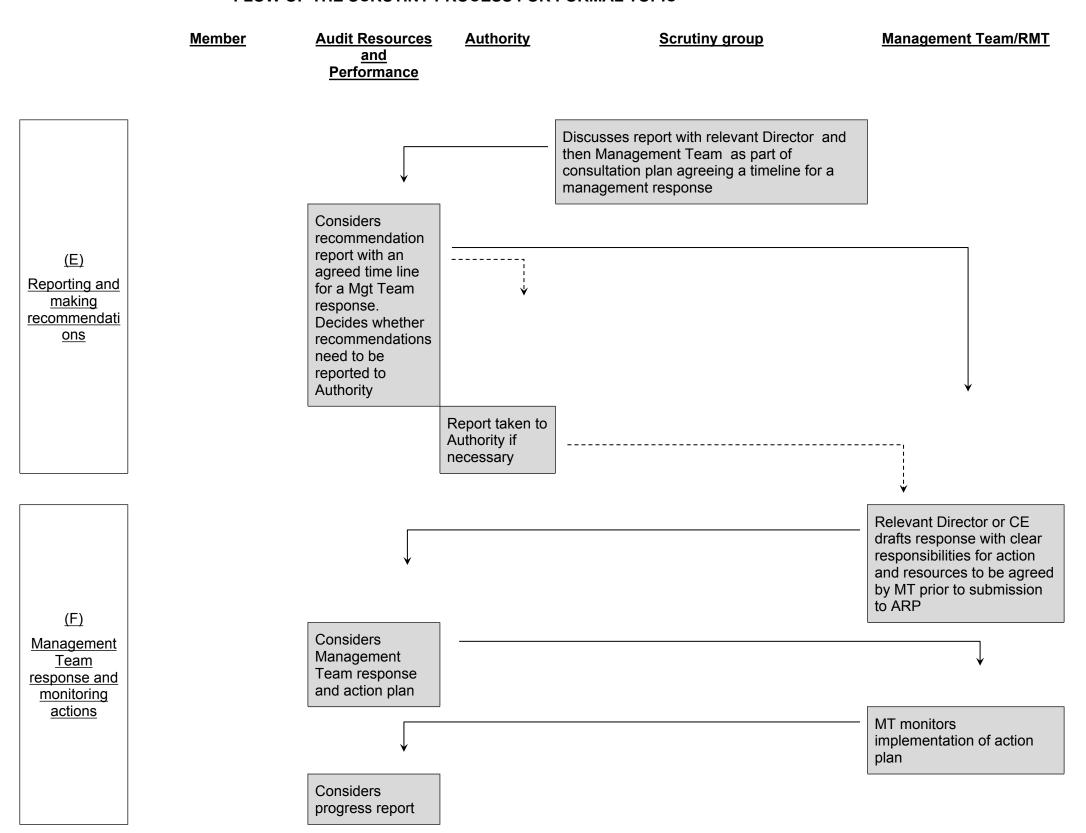
¹ The member officer protocol explains: The Chief Executive and Directors will advise the Chair and Deputy Chair for Authority meetings and the relevant Committee Chair and Vice-Chair for Committees or Sub-Committees on likely items of business for forthcoming meetings. A Member may ask the Chief Executive or relevant Director to include an item of business on the agenda and to write a report on the matter. Members should consult with the appropriate Chair before making such a request.

² Standing Order 20 (1) (a) states: A Member of the Authority may if notice in writing has been given to the Director of Corporate Resources at least three days before an Authority Meeting ask the Chair of any Committee or Sub-Committee a question on any matter in relation to which the Authority has powers or duties or which affects the Peak District National Park.

³ Standing Order for each committee brief: *members can propose the establishment of a Task Team or a micro scrutiny inquiry as part of considering a report in Committee*

⁴ Does the issue relate to a significant corporate area e.g. improvement plan, NPMP or corporate plan; Is there a significant performance issue evidenced by data, auditor's report or customer feedback; Does that performance issue relate to poor performance or risks related to high achievement: Is there a need for the voice of the communities to be heard.

FLOW OF THE SCRUTINY PROCESS FOR FORMAL TOPIC



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