

Annual Work Programming Example Timetable and Key Activities

Stage and date	Activity
Stage 1 – November/ December 2016	<ul style="list-style-type: none"> • Developing a draft away day programme • Invite list • Confirming date for Scrutiny away day • Inviting speakers • Considering key information that should be available on the day/ before the event
Stage 2 – January 2016	<ul style="list-style-type: none"> • Gathering key data including Council Plan year 2 deliverables, demographic data, performance information, public satisfaction data etc. • Preparing documents, presentations etc. for Scrutiny Away Day • Considering member and officer resources available develop an optimum level for the number of Scrutiny items and in particular projects – some flexibility will be required for issues emerging in-year. • Start writing the scrutiny annual report, using it as an opportunity to evaluate previous performance and identify any follow-up work on previous reviews
Stage 3 – Late February 2016	<p>Scrutiny Away Day</p> <p>Interactive away day for Scrutiny Members and where appropriate Executive Members and key officers.</p> <p>Long listing exercise for Committee items and Scrutiny projects.</p>
Stage 4 – March 2016	<ul style="list-style-type: none"> • Consult officers, Cabinet members, and partners (as appropriate) on the long list and publicise it for further feedback • Identify where some suggestions are duplicates or could be combined with other suggestions • Make assessment of likely resource implications and apply feasibility criteria (if using)
Stage 5 – Early April 2016	<ul style="list-style-type: none"> • Chairs confirm shortlist • Engage closely with officers, partners and other stakeholders likely to be affected by the decision to proceed items • Develop timetable of where work will fall in the year

	<ul style="list-style-type: none"> • Draft work programme developed
Stage 6 – May 2016	<ul style="list-style-type: none"> • Agree work programme and annual report at the same meeting (the documents should go hand in hand) at the May Overview and Performance Scrutiny Forum • Signoff project order and draft timescales
Stage 7 – October/ November	<ul style="list-style-type: none"> • Six month review to the Overview and Performance Scrutiny Forum to update on progress on all ongoing reviews. (Of course, this would not mean that updates would not be provided on reviews outside this timescale).

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