

## Scrutiny Review Reporting Process

This process starts once the scrutiny review has been carried out.

1. The report and recommendations are completed by the task and finish group (T&F). The Senior Management Team lead (SMT) to be present at the final meeting.
  - The SMT lead will consult with the Portfolio Holder
2. Draft report is sent to Management Team – feedback to be given to the Committee and Member Services Officer (C&MS) ASAP.
  - If any major issues are identified with the recommendations then the T&F group will be reconvened with the SMT lead present.
3. The report to be sent to all Cabinet members for them to provide their comments to the Portfolio Holder.
4. The report is sent to a meeting of the Cabinet. Chair of the T&F Group requires a response in writing from the Portfolio Holder within 1 month of the meeting of the Cabinet.

Note: Any response will be in writing and copied to the C&MS Officer. It should be noted that the response will be quoted verbatim in the final report.
5. Response is incorporated into the T&F report and also into the covering report. A new heading to be added to the T&F report and the O&S covering report entitled 'Cabinet response'.
6. The final report will go to the next available O&S Committee.