



## **OVERVIEW & SCRUTINY BOARD**

**24 AUGUST 2004**

<b>Draft Scrutiny Leaflet &amp; Guidance 'What is Scrutiny'</b>
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### **1. PURPOSE OF THE REPORT**

- 1.1 To seek the approval from members of the Overview & Scrutiny Board to print the draft Scrutiny Leaflet & the Guidance Note for officers.

### **2. SCRUTINY LEAFLET**

- 2.1 The Scrutiny Process at Middlesbrough welcomes suggestions for topics of enquiry from members of the public, interest groups and businesses. To raise public awareness of the Scrutiny function at Middlesbrough Council the Scrutiny Leaflet has been revised, attached as appendix A.
- 2.2 The leaflet provides an outline of the current Scrutiny arrangements and examples of previous Scrutiny reviews that have been carried out. A freepost tear off slip has been included to encourage members of the public to put forward their views on what they conceive is worthy of a Scrutiny review.

### **3. GUIDANCE TO WITNESSES**

- 2.3 A guidance note, attached as appendix B, has been produced to assist witnesses/officers that are invited to provide evidence to the Scrutiny function. In essence the guidance note offers advice on preparing information for the attention of the Overview & Scrutiny Board and the Scrutiny Panels and on a broader level what may be expected of the officer.

### **4. RECOMMENDATION**

4.1 That the Overview & Scrutiny Board approves the revised Scrutiny Leaflet and the Guidance Note.

**5. BACKGROUND PAPERS**

5.1 No background papers were used to form this report.

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