

# Protocol on Scrutiny Participation

## 1. Introduction & Context

The Council's scrutiny committees may invite people other than Council members and officers to address them, discuss issues of local concern and/or answer questions. This may include, for example, residents, stakeholders and members and officers in other parts of the public sector.

The Council also believes that stakeholders and the public should be able to have a direct means of participating in the work of scrutiny committees.

This protocol should be read in conjunction with other elements of this Constitution, in particular the Council and Scrutiny Procedure Rules, which enable members of the public to present petitions and to request the opportunity to address meetings on items on their agendas.

## 2. Stakeholder Criteria

All stakeholders and the public will be entitled to suggest issues for review by scrutiny committees.

## 3. Criteria for Reviews

Scrutiny committees may commission review work to then be included within Work Programme(s).

Scrutiny committees may review and/or scrutinise decisions taken in connection with the discharge of any of the Council's functions, make reports and/or recommendations to the Council and/or the Cabinet in connection with the discharge of any functions and consider any matter affecting the area or its inhabitants. Any reviews proposed under this protocol should accord with these criteria.

## 4. Procedure for Co-ordination of Stakeholder Ideas

- (a) Any issue proposed for review by a scrutiny committee, must be accompanied by a brief description of what the stakeholder/public would like to see reviewed and be submitted to the Head of Scrutiny;
- (b) Representatives of stakeholder organisations and members of the public will be able to address the relevant scrutiny committee on their proposal for a review as part of the public address procedure. A submission for a review does not automatically mean that the review will be commissioned; it will depend on the overall workload of the individual committee concerned and other reviews commissioned and will be at the discretion of that scrutiny committee.

- (c) The Head of Scrutiny, having consulted the Chair and the Deputy Chair of the relevant scrutiny committee, will submit the request together with the description of the review from the key stakeholder organisations/members of the public submitting the request to the relevant Committee's next scheduled meeting. The key stakeholders/members of the public making the request will be invited to that meeting to speak to their proposal and/or answer questions. A calendar of scheduled meetings is included on the Council's website.
  
- (d) Subject to the relevant scrutiny committee's endorsement of any review and brief proposed, or as amended by that committee, the determination of resources will be allocated by agreement of the Chairs of the County Council's scrutiny committees having regard to the potential for duplication of effort and any issues of dispute between the scrutiny committees. Where an idea for a review is not pursued the reasons will be given to the stakeholder organisation or member of the public.