Work Programme: Setting, monitoring, managing and delivering

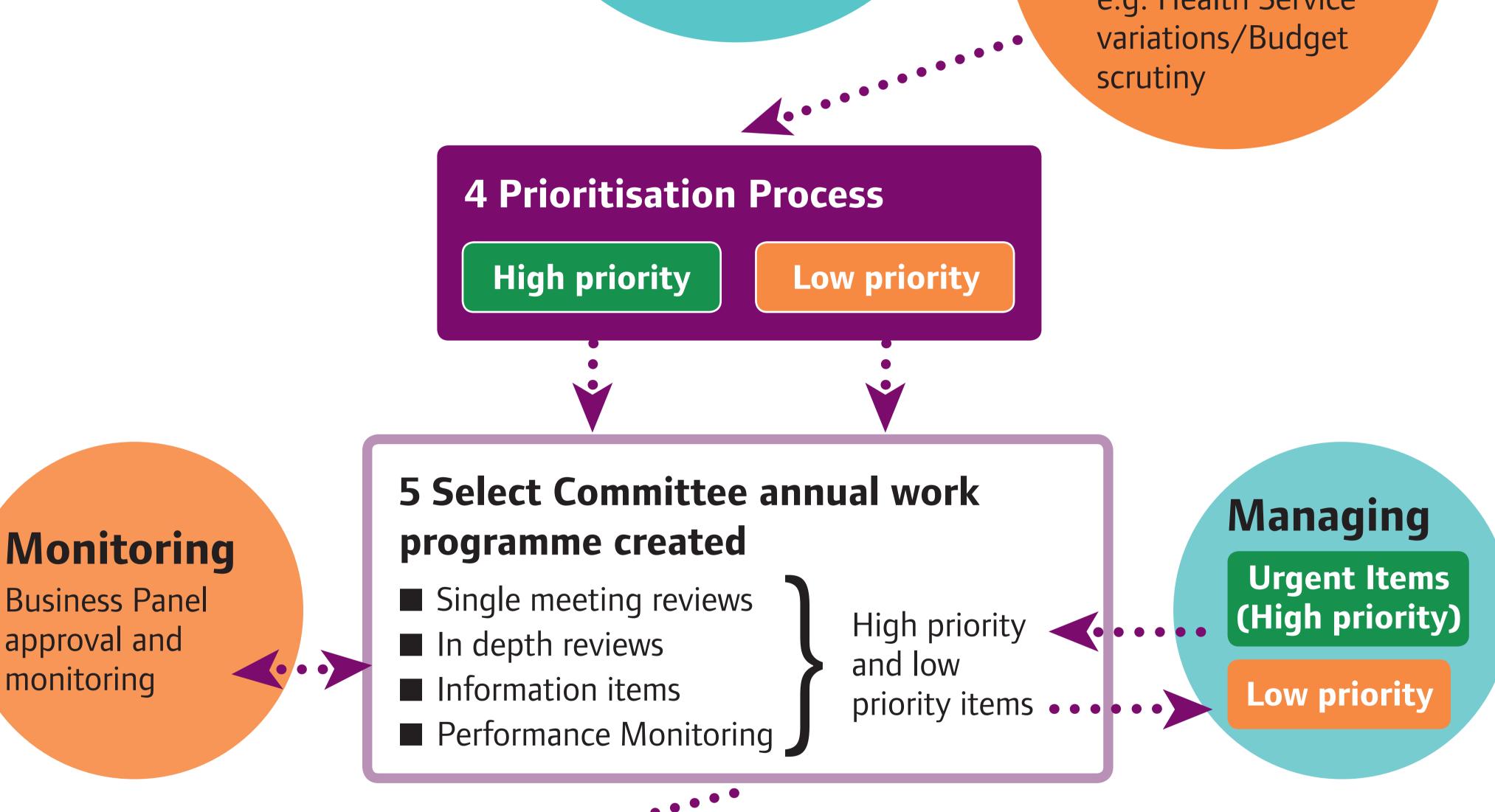
Setting

1 Identify Context

- Terms of Reference
 Current performance
 Views of residents
- 2 Suggestions for scrutiny
- Committee members
- Officers
- Partner agencies
- Members of the Public
- Mayor and Cabinet

3 Identify Capacity

- Number of meetings
- Officer support
- "Standing items" –
 e.g. Health Service



6 Delivering
Committee meetings
Before
Officer/Member liaison
Background research
Publication of papers
Site visit
Draft questions
prepared

DuringAfterQuestioningI Minutes draftedRecommendations agreedReferrals forwardedReferrals agreedAgreed actionsWork programme monitoredfollowed upDetails required at next
meeting agreedI solution

