How to carry out an in-depth review

1 Scoping

- Consider local & national context and identify the key issues
- Agree objectives and key lines of enquiry of the review
- Agree structure (methods of evidence gathering to be used)
- **■** Agree timetable for review

2 Evidence Gathering

Formal meetings can consider:

■ Written evidence

Reports

Key documents

Case studies

Best Practice

Data and analysis

■ Oral evidence

Research

Questioning officers of the Council, Partner agencies & expert witnesses

■ Results of "Other" evidence gathering activities

Consultation (surveys, focus groups)
Site visits

3 Agree recommendations and draft report

- All evidence and key findings presented to Committee
- Committee agrees evidencebased recommendations and draft report

■ Committee a

■ Committee agrees final report and recommendations for referral to Mayor and Cabinet

4 Final report

Mayor and Cabinet

meets twice, once to consider report, once to consider response

5 Response

■ Committee receives
Mayoral response to
their final report and
recommendations
within 2 months

6 Monitoring and Review

- Committee monitors the implementation of the agreed recommendations
- Considers further follow-up review?

