



Overview and Scrutiny Site Visit Protocol

The purpose of this Protocol is to provide guidance on the format of site visits carried out as part of a Scrutiny Review and on the collection and reporting of evidence by Members of the Scrutiny Panels on such site visits.

Site visits can also be very useful in helping Scrutiny Panels to get to grips with issues and should be arranged as needed.

1. When a scrutiny site visit is to be conducted the host should be sent:
 - Information on the purpose of the visit
 - Information on the Scrutiny Review and how comments may be used
2. Before a site visit Members of the Scrutiny Panel will be provided with:
 - An information sheet including relevant details (and a map if necessary)
3. The Scrutiny Officer will attend the site visit, make notes and produce a report on the findings of the site visit for the consideration of the relevant Scrutiny Panel details of which will be included within the Scrutiny Panel's final report.
4. Members of the Scrutiny Panel, who have attended the site visit, will have the opportunity to add additional feedback on the report of the site visit at a future Scrutiny Panel meeting.
5. The Scrutiny Panel will have the opportunity to decide how this additional feedback should be used, for example, whether it supports previous evidence, identifies the need to collect further evidence or identifies a new issue to scrutinise that is within the scope of the Scrutiny Panel.

NB: Members should be aware that written feedback will form part of the evidence available to the Scrutiny Panel and will also constitute a background paper that will be available on request.

Attendance at the Site Visit

1. A mutually convenient date will be set with the host and the visiting Scrutiny Panel Members.
2. All Scrutiny Panel Members will be notified of the date and timings for the site visit and be informed of relevant transport arrangements.

- 3 Members of the Scrutiny Panel are committed to developing an effective relationship between Scrutiny and Cabinet Members; therefore on occasions a Scrutiny Panel may invite the relevant Portfolio Holder to attend a Scrutiny site visit. Attendance by the Portfolio Holder at any Scrutiny site visit is at the discretion of the Chair. It will be explained to the Portfolio Holder that their role on the visit would be in the capacity as an observer and as such any questioning will be directed to the host by Members of the Scrutiny Panel only. Overview and Scrutiny Members acknowledge and respect the different rights and roles of both Scrutiny and Cabinet Members, and recognise the interdependency of the two functions on each other.

Support

To support this Protocol the Scrutiny Officer will provide:

- Information on the purpose of the site visit
- Information on the Scrutiny Review and how comments may be used in the evidence base
- Support for Members of the Scrutiny Panel, which includes in terms of providing advice to the Chair and Scrutiny Panel Members, research, production of briefing notes and drafting the Scrutiny Panel's final report