

## Scrutiny committee procedure

- We will ensure you have good notice of the date and time of the meeting you are to attend.
- You can expect to be treated with courtesy and respect by all those involved with the inquiry.
- Meetings are conducted in a non-political, fair and non-aggressive manner that seeks out information rather than apportioning any blame.
- You can expect a positive and objective style from the committee and its officers with use of jargon free language whenever possible.
- You will be asked to give your evidence orally although it is useful to have a written statement which will help ensure information is accurately recorded.
- Any written information you provide will be publicly available. If you wish to submit evidence confidentially, you should mention this to the scrutiny officer prior to the meeting.
- Following your contribution, the draft report will be shared with you to check factual accuracy and the final report will be copied to you for information and action where necessary.
- If you require the use of any technical equipment to present information to the committee it is essential that you contact the scrutiny office seven days in advance of the meeting.
- If you feel you have been treated unfairly and without courtesy and respect you should speak with the Principal Overview and Scrutiny Officer.
- Please let us know if you require any additional arrangements to assist your contribution to the scrutiny committee.

## Attending the Meeting

- Make sure that you are certain of the topic and information the committee is likely to be interested in. If you are providing written information, ensure you have enough copies.
- On arrival at County Hall you should present yourself to the helpdesk stating your name and the scrutiny committee you are attending. You will be given directions to the committee room. It is sensible to arrive approximately ten minutes prior to the start of the meeting.
- The scrutiny officer will greet you in the committee room and introduce you to the chair of the committee. You will be shown where to sit.
- The scrutiny officer will advise you when to expect to make your contribution.
- The chair will introduce you to the committee at the start of the meeting.
- You should not assume that the committee members have any specialist knowledge. Avoid talking down to them and don't be overly defensive.
- You should be prepared to take questions after submitted your information.

- You should expect to be asked for your opinion on the best way of doing something, how something could be improved or why a decision was taken.
- You may be asked to attend subsequent meetings. A verbal invitation will be given first and will usually be followed by an email to confirm date and time etc.
- If you have been asked by the committee to provide further written information this should be sent to the appropriate scrutiny officer as soon as possible.