Scrutiny Panel Process

Stage One
Topic selection – Agree annual work programme and appoint nominated officers to assist the Panel

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Stage Two
Scope Review – Agree SMART objectives, information required and commission investigation

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Stage Three
Gather evidence – Gather information required and results from investigation to support findings

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Stage Four
Consider evidence – Discuss findings, conclusions, any recommendations and start to prepare report

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Stage Five
Approve report – Present final report for approval to Panel then submit to Senior Managers/Board

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Stage Six
Monitor implementation – Receive feedback from Senior Managers/Board and agree period for review of agreed actions