

Appendix B

Scrutiny Work Programme Template 2015/16

Scrutiny Panel / Overview and Scrutiny Committee

Meeting Date*	Agenda Item	Details and desired outcome	Lead Officer / Witnesses
Date 1	<i>List all agenda items here</i>	<i>Please provide details concerning the aims and objectives of each item.</i> <i>This should include links to the Corporate Plan and highlight any development activities required to ensure Members are properly supported to undertake their work.</i> <i>Such issues should be picked up, discussed, and clarified as part of the agenda planning process.</i>	<i>List here the lead officer / Cabinet Member for each item and include the name(s), and organisation, of any external witnesses</i>
Date 2			
Date 3			
Date 4			
Date 5			

* This will be a working document, published with each agenda. At the end of the year we will have a complete record of what was discussed, and when, by each Panel / OSC. The same format will be used for each panel / OSC.