

Do's	Don'ts	Could do
<ul style="list-style-type: none"> ▪ Build up relationships ▪ Talk to them before you need too ▪ Provide information to explain what scrutiny is about ▪ Put them(witnesses) at ease at meetings ▪ Influence them – they need to see what comes out of their involvement ▪ Ask the obvious questions – and listen to the responses ▪ There is no such thing as a difficult question – need to find the right people with the information. ▪ Let them speak first to help break barriers 	<ul style="list-style-type: none"> ▪ Think we know [all] the answers ▪ Make things one sided ▪ Politicise the agenda ▪ Say you have a duty to co-operate 	<ul style="list-style-type: none"> ▪ Show a face – work to open the door ▪ Engage with those partners – it is more a work in progress ▪ Show the results of their involvement ▪ Encourage people to have an informed debate ▪ Be clear about our powers
<ul style="list-style-type: none"> ▪ Talk to young people ▪ Go out to meet people on their own ground ▪ Need formal and informal approaches ▪ Engage the media better ▪ Put “witnesses” at ease ▪ Sell scrutiny to others (e.g. build relationships with schools) we are not OFSTED! 	<ul style="list-style-type: none"> ▪ Don't presume you know that issues that concern people ▪ Don't assume the media is there as a public service (give them a good story) ▪ Don't forget the <u>overview</u> part of overview and scrutiny 	<ul style="list-style-type: none"> ▪ Gain peoples ownership by involving them (rather than always putting them the spot) ▪ Brief partners about what scrutiny is about - a constructive relationship (share work programmes)

<ul style="list-style-type: none"> ▪ Build relationships with all partners – trust and transparency 	<ul style="list-style-type: none"> ▪ Don't abuse witnesses by aggressive questioning 	
<ul style="list-style-type: none"> ▪ Voluntary - Informal – develop relationships outside committee ▪ Inform the Executive (so they know what's going on) ▪ Make clear about the issues ▪ Remember things that change 		<ul style="list-style-type: none"> ▪ Be aware of sabotage and dominations ▪ Specific/brief questions ▪ Sharing work programmes ▪ Think about capacity – who do we know?
<ul style="list-style-type: none"> ▪ Gather as much evidence/publicise matter for scrutiny as possible ▪ Communicate ▪ Invite users as well as professional 	<ul style="list-style-type: none"> ▪ Over rule the experience /capacity of officers ▪ Bring politics into it 	<ul style="list-style-type: none"> ▪ Keep the same members on scrutiny committees throughout their term
<ul style="list-style-type: none"> ▪ Explain the overview and scrutiny role ▪ Gather evidence widely ▪ Communicate ▪ Users and professionals ▪ Go to people ▪ Build relationships early ▪ Listen to responses 	<ul style="list-style-type: none"> ▪ Overload officers ▪ Bring politics ▪ Presume you know the issues ▪ Forget overview ▪ Duty to co-operate 	<ul style="list-style-type: none"> ▪ Sharing work programmes ▪ Continuation of Councillors on committee ▪ Gaining ownership by involving ▪ Share results of involvement ▪ Encourage debate ▪ expectations