



OVERVIEW AND SCRUTINY

GUIDANCE FOR PEOPLE PROVIDING INFORMATION TO REVIEWS

Bracknell Forest Council welcomes and values input to our Overview and Scrutiny reviews from people outside the Council, and this also provides individuals/groups the opportunity to potentially influence Council policy and the way services are delivered. This strengthens our reviews, and this guidance note aims to inform and assist you.

Overview and Scrutiny (O&S) is a principal way of achieving open, democratic accountability for the provision of public services. The aim of O&S is to improve public services and quality of life for local residents. O&S is a legal requirement and it allows Councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way. Much of the detailed O&S work is carried out in reviews which focus on particular areas of service to residents.

Before our meeting with you, we will:

- Agree a convenient time and place to meet you.
- Explain what the review is all about and why we are particularly interested in obtaining your views.
- Inform you who else will be at the meeting.

At our meeting, we will:

- Treat you with courtesy and respect.
- Ask you some questions, and invite you to make any additional points you wish to make.

The Chairman will begin by welcoming you and inviting you to briefly present your information and views, also to say how you are connected with the issue under discussion. We ask you to be honest and open in your responses and to volunteer relevant information and views, even if not specifically asked by us. You should aim to be as precise as possible in your responses, referring us to factual information where available. We will quite understand if you do not know the answer to a question or can only provide us with an estimate, for example; we would ask you to tell us this at the time, and you are welcome to send us further information afterwards.

After our meeting, we will:

- Ask you to correct and agree our summary note of the meeting.
- Make use of that summary note in compiling our report of the review.
- Send you the report of our review, once it has finished. If you represent an organisation which we are addressing recommendations to, we will also invite your comments on the report as a whole before we finalise and publish it.

If at any stage, you have any questions or concerns about your involvement in our Overview and Scrutiny process, please contact the officer team:

Phone: 01344 352283 or Email: scrutiny@bracknell-forest.gov.uk