Project Initiation Document (PID) is completed: Officer contacts Democratic Services and alerts them to project

Project Initiation Document is tabled at next scheduled meeting of the Overview and Scrutiny Committee:

members consider how they wish to scrutinise the project

Representative(s) from the O&S committee are nominated: the representative(s) will attend the gate reviews for the project

Officers will provide updates: discussion paper or presentation

Officers will provide briefings: briefing notes or seminars

No urgent issues identified: the reps will provide a verbal update at the next scheduled meeting

Urgent issues identified: a sub-committee will be convened and a task group may be set up to look at the particular issue(s)

The committee will reserve the right to change their approach at any time

Members of the committee will still be eligible to participate in Cabinet Member working groups which perform a different function (a sounding board for Cabinet Members)