

Local Authority Scrutiny Process

The following sets out the process for NOAC Scrutiny/Profile visits and meetings with local authorities. This is based on the existing process and can be termed as a constructive dialogue, that would have a number of stages to it. The process is to be formal, structured and documented. Given the importance of the work, it shall be led by the Chair of NOAC (or a delegated alternate, if required) with support from NOAC members and the Executive.

The following sets out the process: -

Stage 1 (NOAC Scrutiny Visit)

Visit (NOAC Chair (or alternate) and 1 additional NOAC member, 2 members of the NOAC Executive).

- Stage 1 (Initial) notice issued to CE of LA;
- Profile report (briefings / notes) prepared by NOAC Executive and circulated along with an agenda to LA and NOAC attendees in advance of the visit. Report based on general and specific information from NOAC reports relating to the local authority in question;
- LA to present on issues arising and take questions from attending members;
- Visit minutes prepared and issued for comment.

Stage 2 (NOAC Scrutiny Meeting)

Appearance at full NOAC meeting.

- Stage 2 (further) notice issued to CE of LA;
- Profile report (briefings / notes) updated (if required) and circulated along with an agenda to LA and NOAC members in advance of the meeting;
- LA to present on issues arising and take questions from attending members;
- Meeting minutes prepared for circulation and comment.

Stage 3 (NOAC sign off and publication)

- Comments / Findings / Recommendations made by NOAC as required;
- NOAC sign off on documents / reports;
- Records published on WEB site.

For stage 1 and 2 local authorities would have the opportunity to comment on Reports and minutes prior to Stage 3 where NOAC would sign off on the final versions, which may also include recommendations.

Given that there are 31 local authorities and a need to scrutinise each at least every 5 to 6 years the recommendation is 6 local authorities per year. It would thus be necessary to visit 6 local authorities per year with 3 of these subsequently in attendance to meet the full NOAC Board.

Material generated will be published on the website.