

	Key Lines of Enquiry Established by HASC O&S Committee in scoping report	Findings and Recommendations
A	<i>Consideration of the definition of what data is and what type and level of data and/ or insight is useful for scrutiny</i>	The working group explored this and outlined findings in a Data Use Toolkit. Recommendation – that the O&S Committee adopts the Data Use Toolkit at Appendix B and implements it immediately to support O&S work.
B	<i>What data currently exists that may assist the committee in fulfilling its scrutiny role? Consideration to be given at separate working group meetings for the data available from Adult Social Care and health partners.</i>	The working group explored this in two separate meetings dedicated to Adult Social Care related data and health partner related data. Findings are outlined in the toolkit.
C	<i>Of the existing data established at B. above, what are the specific data requests of the committee and how will these be used to inform the committee's work? (eg. horizon scanning/ deep dive scrutiny)</i>	The working group explored this and outlined findings in the toolkit. The working group also agreed a standard data request for all reports to committee, as outlined in section 6 of the toolkit. Recommendation – that the O&S Committee supports the standard data request to accompany all O&S reports as set out at section 6 of the toolkit. Recommendation – that the O&S Committee shares the toolkit with the Council's Corporate Management Board to share the expectations of the committee in relation to data reporting, and to highlight the committee's commitment to evidence-based scrutiny.
D	<i>Do these data requests exist in a format that is digestible for scrutiny purposes? If not, can this be achieved?</i>	The working group explored the varying formats of data and isolated those which can be used by scrutiny councillors as 'self-serve' data. Other data is

		more suitable for supported access and analysis using the help of data experts. This is outlined in full in the toolkit.
E	<i>With what frequency will the data be received and by what mechanism? (eg. within committee meetings/ supplied outside of meetings/ links to other bodies' data/ rapporteurs).</i>	<p>The working group agreed a standard data request for all reports to committee, as outlined in the toolkit and referenced at C. above.</p> <p>The working group was keen to support councillors to independently access data. The toolkit identifies 'self-serve' data to enable councillors to access these sources at any time as part of their independent research into specific scrutiny topics and to strengthen work planning judgements. The working group highlighted that O&S committees and councillors have limited resources to undertake their work. Independent, regular review of horizon scanning resources by councillors, outside of committee meetings, will ensure that committee time is reserved for value added scrutiny. The toolkit will be shared with each committee agenda for ease of access.</p> <p>Recommendation – that the O&S Committee agrees to undertake 'horizon scanning' research proactively and independently, raising any issues of interest or concern into committee.</p> <p>The working group discussed and supported the rapporteur model as a means of maximising resources by sharing responsibility for horizon scanning across committee members. The benefits of this model are set out in section 6 of the toolkit.</p> <p>Recommendation - that the O&S Committee explores the value of using the rapporteur model further in its next round of annual work programming.</p> <p>Of the data resources considered, a set of primary sources have been identified by the working group as most useful for the committee in its work. These are set out in the toolkit.</p> <p>Recommendation – that , in addition to councillors' ongoing independent research, the O&S Committee agrees to review the identified primary</p>

		<p>sources annually, as part of work programming activity, to assist in setting a value- added programme of work for the forthcoming year.</p> <p>To support effective use of the toolkit, the working group considered potential training needs of the committee in accessing and interpreting data.</p> <p>Recommendation – that the O&S committee annually reviews its training needs associated with accessing and interpreting data sources, this to form part of the committee’s annual work programming activity.</p> <p>The working group were keen to ensure that the data aspirations set out in the toolkit could be practically applied to scrutiny work. To achieve this, the group supported the use of a Key Lines of Enquiry proforma for all scrutiny work including any specific data requests, as set out in section 6 of the toolkit.</p> <p>Recommendation - that the O&S Committee agrees to follow the methodology as set out in the toolkit at section 6 for the scoping of scrutiny items and identification of Key Lines of Enquiry and supporting data requests.</p>
F	<p><i>Are there any gaps between the availability at B. and the request at C? Are there any recommendations for how these gaps may be bridged?</i></p>	<p>The working group noted the vast amount of data and policy available to support it in its role. There were no gaps identified.</p> <p>The working group agreed that the toolkit should be kept under review by the committee in order that any future data gaps, or arising helpful data or policy opportunities may be added to the toolkit.</p> <p>Recommendation – that the O&S Committee keeps the toolkit under review and strengthen it with additional suitable data and policy, as arising.</p>
G	<p><i>What processes will the committee establish for arising requests for data to ensure officers can support requests? (eg. consider additional data</i></p>	<p>The working group explored this and outlined a methodology for accessing data within the toolkit at section 6.</p>

	<i>requests at the point of scoping a scrutiny item/ timescales to enable officers to respond to requests).</i>	
H	<i>Does this work lead to any wider, out of scope issues that have arisen as a result of discussions? These may form a suggestion for further scrutiny work.</i>	<p>There were no additional, out of scope, issues identified by the working group.</p> <p>In response to its work, two additional recommendations were made by the working group, to further embed the commitment of the council to evidence led scrutiny:</p> <p>Recommendation - that the O&S Committee recommends to the O&S Board that a similar toolkit be developed for all O&S committees to reflect the relevant data and policy landscape within the remit of these committees. This to be added to the O&S Action Plan.</p> <p>Recommendation – that the O&S Committee recommends to the O&S Board that the Data Use Toolkit be highlighted within the O&S annual report to Council.</p>