
**SCRUTINY WORKING GROUP – GREAT TAPESTRY:
PROPOSED TERMS OF REFERENCE**

Briefing Note by Corporate Transformation and Services Director

SCRUTINY COMMITTEE

26 November 2015

1 BACKGROUND

At its meeting on 29 October 2015, the Scrutiny Committee agreed the following:

- (a) to form a Scrutiny Working Group to examine the decision making process in respect of the Great Tapestry of Scotland Project and ascertain if there were any lessons which could be learned for future projects;
- (b) to defer the appointment of members to the Scrutiny Working Group until the next meeting of the Scrutiny Committee when it was hoped that all members of the Committee would be present to participate in the decision; and
- (c) to consider and agree the draft terms of reference for the Working Group.

2 TERMS OF REFERENCE

The proposed draft Terms of Reference for consideration at the Scrutiny Committee's meeting on 26 November 2015, are as follows:

1. To review the process, to date, in respect of all decision making linked to The Great Tapestry of Scotland. Specifically to review:
 - (a) The preparatory work, evaluation and reviews undertaken by officers in preparing reports for Members;
 - (b) Opportunities available to Members to scrutinise material and information available prior to, and at, Council meetings;

and, in respect of (a) and (b) whether there are any gaps that could be better addressed in future projects.

2. To examine the extent to which documentation available in the public domain was sufficiently helpful for the public and whether such documentation could be improved in the future.
3. In light of their work, the Working Group is to draft any appropriate recommendations for consideration by the Scrutiny Committee.

The Scrutiny Committee, in turn, would then consider whether these recommendations should be accepted and made to the Executive Committee.

Approved by

Name	Rob Dickson	Signature
Title	Corporate Transformation and Services Director	