Regional Scrutiny Panel process

Manager	• Identify theme for next panel meeting
Coord	• Confirm Chair, book room and obtain Chair meeting availability dates
Manager	• Identify key reps (70% should consistently be the same) and based on theme - identify guest attendees
Coord	• Send invite to all panel attendees (internal & external) - provide brief outline of objective & focus of meeting
Manager	• Identify cases for discussion - ensure a suitable mix
Manager	• Review cases selected and agree suitable for discussion
Manager	• Agree who will write up practice notes - *block out time in calendar for this work*
Manager	• Write up templates for cases to be discussed (omitting data sensitive information)
Manager	• Compose briefing/outline of meeting for the guests *(how the meeting works, what is expected of them and how to present, only anonymous data - written and verbal briefings)*
Coord	• Update Chair on confirmed and outstanding attendees
Coord	• Book briefing with Chair / pre-panel review
Manage r	• Write briefing for Chair (to consider: consultation meetings, length of time for cases/meeting)
Manage r	• At pre-panel meeting: review cases - key messages, gaps?
Coord	• Create meeting agenda - print packs for panel attendees including copies of case studies, agenda and information gathering document

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Manager	• Debrief Chair
Manager	• If possible, identify key reps to present cases at next panel
Manager	• Write up practice notes
Coord	• Book meeting to review practice notes
Manager	• Review practice notes meeting - agree if there are wider policy messages and how they are communicated
Coord	• Send out practice notes to attendees for their comments
Manager	• Sign off practice guidance
Coord	• Communicate key messages via Comms
Manager	• Identify if practical support is required to address gaps
Manager	• Compose thank you letters to presenting groups
Coord	• Distribute thank you letters to presenting groups