

Performance Review and Scrutiny Committee – Scrutiny Brief	
Employability Service	SCRUTINY REVIEW NO. 1.
Purpose and objectives of review	
1) To examine the financial management of Employability Service including governance and reporting arrangements, 2) To make recommendations for improvements	
1.1 Review methodology	
Background documents/evidence/research	Background Paper from Service Workshop Questioning Session with relevant officers Preparation of Report – Conclusions and Recommendation
Witnesses to be invited to provide evidence	Head of Service - Economic Development Economic Development Manager Head of Strategic Finance Finance Manager –Accounting and Budgeting
Site Visits	N/a
Consultation process	n/a
Trade Unions Contribution	N/a
Project Team (Officers)	SCRUTINY OFFICER COMMITTEE MANAGER SERVICE LEAD
Committee	Full Committee
Additional Costs	Workshop / Travel and Subsistence
Review Timetable	April / May Workshop to be held Mid April – Draft Report – Late April Final Report – May PRS Committee Meeting
Agreed by Committee	