

Two skills sessions for Overview & Scrutiny Members

Session 1: 15 March 2012 Location: EFDC Offices Epping **An introduction to Overview and Scrutiny: how to be effective**

- 6.30 Introduction and the programme**
- 6.40 Overview and Scrutiny – what is it and what does it do?**
 - origins and purpose
 - what can Overview and Scrutiny cover?
 - the various roles of Overview and Scrutiny
- 7.15 The new localism – preparing O & S for new developments**
- 7.45 Developing and managing an effective work programme**
 - a committee's work programme: what are you trying to do?
 - planning and managing the annual work programme
 - in-depth reviews: how they work and your role
- 8.15 Break**
- 8.20 Work programming skills exercise (with feedback)**
- 9.20 Reflections and ways forward**
- 9.30 Evaluation and close**

Session 2: 29 March 2012 Location: HDC Civic Centre, Harlow **Assessing evidence and questioning skills**

- 6.30 Introduction and the programme**
- 6.40 Understanding and evaluating evidence**
 - different types of evidence
 - how robust is the evidence – how to test its validity and strength
- 7.10 Preparing for and getting the best out of a meeting**
 - putting ourselves and others at ease
 - how to get people talking
 - listening skills
- 7.30 Effective questioning: tools and strategies**
 - types of questions for different purposes
 - questioning pitfalls
 - sequencing your questions
- 8.15 Break**
- 8.20 Questioning skills exercise (with feedback)**
- 9.20 Reflections and ways forward**
- 9.30 Evaluation and close**