Preparing yourself as a Witness

As a witness try to answer as clear and simple as possible and establish your answers on evidence or real experience.

The Committee or Scrutiny Investigation may call on two types of witnesses. The person or officer who is responsible for the service that is being scrutinised; and anyone else (officer, user or other person) who is able to support the Committee or Investigation to scrutinise.

1. Who will be present in a Scrutiny Committee or Scrutiny Investigation?

- The Scrutiny Committee includes 18 elected members (councillors) based on political balance. The committee or scrutiny investigation does not include councillors who are responsible for services. The Scrutiny Committee may also include co-opted members.

  There will be approximately 5 Council officers present in a Committee meeting e.g. Heads of Department, Scrutiny Officer and Democratic Services Officer. The relevant Cabinet Members who have responsibility for services will also be present.

  The Chair or Vice-chair of the Committee will chair the meeting.

- Scrutiny Investigations include councillors and bring in experts from other agencies and bodies, including input from the Third Sector and Council officers.

  A Chair will be appointed from among the elected members at the first meeting.

2. Committee and Scrutiny Investigation Meetings

The meetings of Committees and Scrutiny Investigations are held in committee rooms or other venues outside the Council depending on the matters under consideration. We will write to you to let you know where the meeting will be held.

A copy of the agenda and any other relevant papers will be sent to you before the meeting.

Gwynedd Council works through the medium of Welsh and a translation service will be available for each meeting.

3. What will members of the Scrutiny Committee or Scrutiny Investigation ask me?

You will receive an invitation to a meeting which will include details of the field in which you will be asked questions about. You will be asked to provide information that will help the Committee or Scrutiny Investigation to prepare recommendations on further development of services based on your evidence.

Mi allwch ddarllen y ddogfen yma yn Gymraeg hefyd. Ewch nôl i'r dudalen we, a chliciwch ar y botwm iaith ar dop y dudalen.

4. Preparing to give evidence to a Committee or Scrutiny Investigation meeting

- You are expected to read the papers that will have been sent to you. This will ensure that you will have information regarding the main concerns or developments under consideration.

- It will be useful for you to prepare a note for yourself on the points that you wish to present. Possibly the Committee or Scrutiny Investigation will send you a list of questions and invite you to respond on paper or by presentation, but do this only if the Committee or Scrutiny Investigation has asked you to do so.

- Your written evidence should include the following in order to enable the members to come to a conclusion:
  - Factual information
  - Your view - making clear on what it is based

- You should understand that the members of the Committee or Scrutiny Investigation are not experts in your field of work, so avoid the use of jargon when giving answers to questions.

- Talk to officers who support the meeting. They will be able to confirm what the members expect from you.

- Attending a meeting of either a Committee or Scrutiny Investigation is a good opportunity for you to present information and convey your experiences directly to the elected members.

5. Contributing

The main purpose of inviting contributors to meetings is to get evidence / additional information and to consider different experiences in relation to a specific matter or concern.

Based on the contributions made:

- the Chair of the Scrutiny Investigation will present the recommendations of the investigation to the relevant Scrutiny Committees.

- recommendations are submitted by the Chair of the Scrutiny Committee to the Cabinet or Full Council.

6. Requirements of Contributors

If you have any specific requirements or needs in order to enable you to contribute, please contact Bethan Adams, Scrutiny Advisor on 01286 679020 or via e-mail Craffu@gwynedd.llyw.cymru so that we may prepare in advance.

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If you require information in any other form, for example in large print or on tape, please let us know as soon as possible.

If you have any comments, be they positive or negative, on your experience of contributing towards the scrutiny process, could you please contact Bethan Adams, Scrutiny Advisor on 01286 679020 or via e-mail Craffu@gwynedd.llyw.cymru

7. Following your contribution

Your contribution (and the contribution of others) will be considered before the Scrutiny Committee makes recommendations to the Cabinet or Full Council for a decision.

Contributors are welcome to be present throughout the meetings of the Scrutiny Committees, Cabinet or Full Council but without the right to discuss or vote.

A copy of the minutes of the committee or investigation meeting will be sent to you.

Mi allwch ddarllen y ddogfen yma yn Gymraeg hefyd. Ewch nôl i'r dudalen we, a chliciwch ar y botwm iaith ar dop y dudalen.