

# Overview and Scrutiny Committee Feedback questionnaire



Please work your way through the questionnaire answering all appropriate questions.

Please return your completed questionnaire to (name and address) by (date).

Name of  
committee

Date of meeting

## Prior to the committee meeting

**1**

**Please tell us how much you agree or disagree with the following statements.**  
PLEASE TICK ONE BOX FOR EACH

	Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't know
I received the agenda papers in good time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The agenda reflected the workplan agreed at the previous meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pre-meeting information was clear and accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understood why the reports were included on the agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports were clear and easy to read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was easy to contact officers for advice before the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2**

**How would you prefer to access agenda papers?**  
PLEASE TICK ONE BOX ONLY

- Electronically ☐
- Paper copy ☐
- Don't know/no opinion ☐

**3**

**Did you look at the forward plan in advance of the meeting?**  
PLEASE TICK ONE BOX ONLY

- Yes ☐
- No ☐

## Appendix A

**4**

**How satisfied are you with the management of the work plan and agenda setting process?** PLEASE TICK ONE BOX ONLY

Very satisfied ☐

Fairly satisfied ☐

Neither satisfied nor dissatisfied ☐

Fairly dissatisfied ☐

Very dissatisfied ☐

Don't know ☐

**5**

**Please tell us how we can help you prepare for committee meetings better (eg how agendas are set and how they are sent out, what information should be included, how reports could be improved).** PLEASE WRITE IN THE BOX BELOW

## At the committee meeting

**6**

**Where would you prefer to hold committee meetings?**

PLEASE TICK ONE BOX ONLY

At county hall in Preston ☐

→ go to Q8

At a council site outside Preston ☐

→ go to Q7

At an external venue ☐

→ go to Q7

Don't know/no opinion ☐

→ go to Q8

**7**

**Please tell us where you would like to hold committee meetings.**

PLEASE WRITE IN THE BOX BELOW

## Appendix A

**8**

**Please tell us how much you agree or disagree with the following statements.**

PLEASE TICK ONE BOX FOR EACH

	Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't know/not applicable
The meeting was well organised (eg the IT worked, handouts were available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room was well laid out and comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officers gave clear advice in the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports were well presented at the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports and presentations covered the key issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enough time was given to fully discuss each agenda item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcomes from each agenda item were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The meeting demonstrated good scrutiny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand what will happen next following our recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9**

**Did you use any of the following on the website after the meeting?**

PLEASE TICK ALL THAT APPLY

Minutes of the meeting ☐

Webcast of the meeting ☐

Neither of these/don't know ☐

### After the committee meeting

**10**

**Please tell us how we can improve the way committee meetings are run and how we can ensure outcomes are achieved. PLEASE WRITE IN THE BOX BELOW**

## Appendix A

**11**

**Do you have any other comments about the committee meeting?**

PLEASE WRITE IN THE BOX BELOW

### Support and training

**12**

**Which, if any, of the following would you like to attend to help you in your role?** PLEASE TICK ALL THAT APPLY

A training session on overview and scrutiny ☐

A training session on specific services ☐

A chair's briefing to observe the agenda setting/briefing process ☐

None of these ☐

Don't know ☐

**Please return your completed questionnaire to name.**  
**Thank you for your time.**