

## SCRUTINY PEER REVIEW ACTION PLAN

### RECOMMENDATIONS FOLLOWING MEETING HELD ON 15 FEBRUARY 2018

Peer Review Recommendation		Note	Recommendation
<b>Work Programme Issues</b>			
1.	Ensure that scrutiny work programmes and activity align with the Council Plan, and allows key issues to be scrutinised as they arise		That the Scrutiny Management Committee, or its successor, agree the overall overview and scrutiny work programme at its final meeting of each Council year, taking account of the priorities in the Council Plan, the Executive Forward Plan and of Cabinet members and senior officer colleagues.
2.	Involve Cabinet members and senior officer colleagues in work programme planning		
3.	Develop a culture, shared by members and officers, which enables the effective delivery of scrutiny	Senior Officers to be appointed as 'Scrutiny Champions' to work with each scrutiny committee.	
4.	Executive Forward Plan to have a wider horizon to allow better planning of scrutiny		

Peer Review Recommendation		Note	Recommendation
<b>Resourcing</b>			
1.	Nominate a senior officer to sponsor / champion each scrutiny committee	Senior Officers to be appointed as 'Scrutiny Champions' to work with each scrutiny committee.	That the action be supported.
2.	Ensure training and development needs are met, especially for Chairs, Vice Chairs and less experienced members	A Councillor Training Steering Committee was to be re-established to develop a programme of training for councillors.	That the councillors involved in overview and scrutiny be asked to identify any training needs that would support / better enable to fulfil their role.
3.	Progress webcasting of scrutiny meetings	The ability to webcast would be a 'nice to have' and is an issue for the Council wider than overview and scrutiny.	That no action be taken as part of the review of overview and scrutiny.
4.	Review the Statutory Scrutiny Officer designation.	To be considered as part of Corporate Leadership Team's review of support for overview and scrutiny and the appointment of 'Scrutiny Champions'.	That a specific 'Role Specification' be developed for the Statutory Scrutiny Officer role.
5.	Review roles / available resources to support overview and scrutiny	Resourcing of scrutiny was not just a matter for Democratic Services it was Council Wide and affected all service departments.	That, recognising the constraints on available resources to support overview and scrutiny, the Service Director (Legal and Democratic Services), together with CLT colleagues, be requested to review resourcing in light of the Task and Finish Group's recommendations.

Peer Review Recommendation		Note	Recommendation
<b>Role of Scrutiny Management Committee</b>			
1.	Ensure working arrangements between Scrutiny Management and Scrutiny Chairs are more constructive	To be considered as part of the options being brought forward by Councillor Brackenbury.	That the Chairs of the scrutiny committees be members of the Scrutiny Management Committee.
2.	Consider the remit and composition of the Scrutiny Management Committee with a view to realising the above		That the revised Terms of Reference for the Scrutiny Management Committee be adopted.
3.	As part of the review of the remit for Scrutiny Management Committee to consider the Committee's role with regard to the management of Task and Finish Groups		
4.	Use of Task and Finish Groups		

Peer Review Recommendation		Note	Recommendation
<b>Review of Committees / Terms of Reference</b>			
1.	Review the remit of the scrutiny committees to ensure that all major Council business is covered and understood by all	Councillor Brackenbury to bring forward a note on his suggested options to the meeting on 15 February.	That the revised Terms of Reference for the scrutiny committee be adopted
2.	Review membership of committees to balance experience and skills across all scrutiny committees	To be addressed by the Political Groups as part of their allocation of councillors to committee seats.	That the Political Groups, as part of their allocation of councillors to committee seats, seek to balance experience and skills across all scrutiny committees.
3.	Ensure shorter agendas, with fewer items to note / Committee agendas to contain no more than one or two substantive items to be scrutinised	Consideration to be given to how work is prioritised so that a range of issues are scrutinised, not just the 'big ticket' items.	That items to note on a committee's agenda should only be in exceptional circumstances.  That the number of items on a committee's agenda should be limited and training for Chairs should include work prioritisation.
4.	Information items to be removed from agendas and circulated via a weekly e-bulletin		Agreed in principle, subject to other means of circulation being considered to ensure it meets councillors' needs.
5.	Provide a briefing note for staff, public and partners on the role of scrutiny prior to participation in scrutiny activity	To be considered once the Task and Finish Group has finalised its recommendations.	

Peer Review Recommendation		Note	Recommendation
<b>Review of Committees / Terms of Reference</b>			
6.	Process for tracking and reporting actions resulting from scrutiny recommendations	Noted recent process put in place by the Scrutiny Management Committee.	Specific term of reference included in each committee's terms of reference to monitor and review the implementation of decisions.
7.	Scrutiny of Environment and Transport	To be considered as part of the options being put forward by Councillor Brackenbury (see above).	To be included in the Terms of Reference for the new General / Public Realm Committee.

Peer Review Recommendation		Note	Recommendation
<b>Executive Scrutiny / Call-In</b>			
1.	Review current requirements for call-in – thresholds and rationale – to ensure that these remain fit for purpose	That the threshold for call-in be reviewed at the meeting on 15 February 2018, alongside .the outcomes of the review of call-in arrangements previously undertaken by the Constitution Commission.	That there be no change to the call-in threshold.
2.	Consider processes and ways of working for executive scrutiny to ensure that these provide for constructive challenge to decision-making, without being too resource intensive or adversarial	To be considered in light of above.	That each individual scrutiny committee becomes responsible for dealing with call-ins within their remit and the Executive Scrutiny Committee be abolished.