

Review of Scrutiny – Action Plan

| Recommendation | Actions | Additional Commentary | Timeframe for Completion | Progress |
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| Clarity – led by scrutiny members themselves – on the role and purpose of scrutiny. | <ul style="list-style-type: none"> Review and refresh of the Scrutiny Handbook. Training for Members on scrutiny based around statutory guidance. | This will support a better understanding of Scrutiny, particularly for new Members. Ensuring that the handbook is seen as an important reference tool. | Ongoing | |
| Commitment from the executive to work with and actively support scrutiny's role, in particular through the development of a Cabinet-Scrutiny protocol. | <ul style="list-style-type: none"> Develop a Cabinet-Scrutiny Protocol providing clear mechanisms for engagement and support. Protocol to be published in refreshed handbook. | This will help to manage expectations providing a clear framework within which to develop positive working relationships between cabinet and scrutiny members . | Protocol drafted October 2022 | <ul style="list-style-type: none"> Task and Finish Working Group established to develop protocol. |
| Cabinet members should attend committee meetings to provide political accountability. | <ul style="list-style-type: none"> Ensure that Cabinet Members attendance is scheduled into work programmes on a regular basis. Cabinet-Scrutiny Protocol to provide clear guidance on attendance and what is expected. | Will help to focus work programming and issues for scrutiny as well as clear timeframes for preparation and attendance. | Protocol drafted October 2022 | |
| Scrutiny committees reviewing the way in | <ul style="list-style-type: none"> Strengthen and ensure appropriate emphasis | This can provide better prepare and scope future | Ongoing from Sept 2022 | |

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| <p>which their work programme aligns with the Council's City plan</p> | <p>on discussing the relevant work programme as part of each scrutiny meeting</p> <ul style="list-style-type: none"> • Refresh and develop the work programmes for each Scrutiny Committee to re-align and revise more in line with the development of the City Plan. | <p>items and add more value in terms of the impact of the work of each scrutiny committee and influence on policy development.</p> | <p>Formal review as part of work programming in May 2023</p> | |
| <p>Developing regular communication and information sharing.</p> | <ul style="list-style-type: none"> • Look at the introduction of scheduled Scrutiny Chair/Cabinet Member/Executive Director briefing sessions. • Agree the Cabinet Scrutiny protocol to clarify cabinet member attendance at scrutiny committees which will provide information sharing opportunities | <p>This can help with highlighting of potential issues for scrutiny and also can strengthen relationships.</p> | <p>November 2022</p> <p>October 2022</p> | |

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| Improve cross-party working in scrutiny | <ul style="list-style-type: none"> • Develop pre-meetings to include all committee members. • Provide greater discussion around questioning strategies for reports. | This will help promote inclusiveness and development of each committee. Also strengthen the focus of meetings ensuring that questions are relevant and robust. | October 22 to April 23 | |
| Mandatory scrutiny development and training for all committee members | <ul style="list-style-type: none"> • Maximise the takeup of basic introduction training package for scrutiny members on the roles and powers of scrutiny. • Develop a specific training programme for relevant topics to enhance member development e.g., questioning skills, chairing skills, and knowledge of service areas health scrutiny, budget scrutiny . | will help new Members to understand the process and powers etc. That each Scrutiny has at its disposal and Also any tailored development sessions can help improve the committee's knowledge and its effectiveness. | <p>Basic Sessions available from the CFGS from October 2022</p> <p>Further sessions developed after members have been consulted</p> | |
| Securing technical assistance for councillors on more complex review | <ul style="list-style-type: none"> • Look to ensure that all reviews have the requisite technical support from officers within the Council. • Use of scrutiny budget for any specific support | It is important to provide Members with advice and information to ensure any review undertaken is balanced and comprehensive and any recommendations aim to have a positive impact. | | |

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| | <p>on more complex issues where relevant.</p> <ul style="list-style-type: none"> • Scrutiny handbook to be updated with advice around the use of technical assistance. | | | |
| Strengthening the annual process for developing work programmes for each scrutiny committee | <ul style="list-style-type: none"> • Look at an annual session with each scrutiny committee to develop a work programming that includes Cabinet members and partners where relevant. • Ensure that opportunities remain for continued development of work programme throughout the year. | Help to ensure that work programmes are strategic, inclusive and have maximum impact in terms of challenging service delivery and improving services in the city | June 2023 | |
| Changing the way that information is provided to Scrutiny Councillors. | <ul style="list-style-type: none"> • Look at different means of providing some information to scrutiny members e.g., bulletins, digest etc. | This can make agendas more manageable and increase Member knowledge. But needs to ensure that it does not dilute work programmes or divert important issues. | ongoing | |
| Securing professional communications advice to improve the way that scrutiny engages with the public | <ul style="list-style-type: none"> • Involve Comms Team in looking at promoting scrutiny. • Advertise meetings and issues. | potential to increase the profile of scrutiny committees and encourage public attendance at meetings | May 2023 onwards | |

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| | <ul style="list-style-type: none"> Promote work of scrutiny via social media channels. Engage with public during review work. | | | |
| Reviewing how recommendations are made and how impact is measured | <ul style="list-style-type: none"> Develop an action tracker for all committees to monitor outcomes, actions and recommendations. | effective mechanism to measure the impact and performance of committees and ensure actions are always followed through. | September 2022 onwards | |
| Considering greater use of task and finish groups | <ul style="list-style-type: none"> Use task and finish groups for complex issues. Consider multiple-committee groups for issues covering more than one committee. Scrutiny Handbook to be updated with information on task and finish working. | This can increase engagement for Members and provide greater outcomes for Scrutiny. | <p>Ongoing - a number of task and finish groups have been established to deliver some work programme topics.</p> <p>Each committee can discuss best use of task and finish groups as part of the work programme item on each committee agenda</p> | |
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