

SCRUTINY REVIEW ACTION PLAN

AIM	REMEDY	EXPECTED OUTCOMES	ACTIONED BY	DEADLINE
<p>1</p> <p>Avoid the duplication of effort and inhibited capacity through overlap between the roles of Democratic Services Officers and Scrutiny Officers</p> <p>BY:</p> <p>Greater demarcation between the roles.</p>	Democratic Officers to be responsible for reports, meeting governance and chair support as per regulatory meetings.	<p>Increased scrutiny capacity to focus on new areas of development.</p> <p>A clearer understanding of the remit of each post.</p>	Member Services Manager	December 2022
	Review the governance arrangements of Scrutiny Panels and Scrutiny Working Groups to ensure they are robust.	Meeting management to be owned by Democratic Services Officers, thus creating additional scrutiny capacity.	Member Services Manager	December 2022
	Better communication methods on forthcoming decisions.	Safeguarding the governance of decision making through the demarcation of roles.	Member Services Manager	October 2022
<p>2</p> <p>Increase the influence of pre-decision scrutiny on executive decision-making</p> <p>BY:</p> <p>Improving the level of challenge; and</p> <p>Adapting feedback techniques to executive councillors</p>	Provide robust and constructive challenge through strategic questioning (addressed later).	<p>Ensure public confidence in decision making.</p> <p>Challenge becomes a powerful tool to assist the Executive.</p>	Scrutiny Officers	As per each task (addressed later)
	Executive Cllrs to present policy development reports at scrutiny meetings and participate in Q&A with their chief officers.	<p>A strategic exchange during debate.</p> <p>Good quality recommendations to the Executive.</p>	Executive Councillors	January 2023
	<p>Executive Cllrs to attend scrutiny meetings for Pre-decision items as observers only.</p> <p>Enhanced Scrutiny feedback to be presented in the form of recommendations.</p>	<p>A more robust independent debate.</p> <p>Challenge is sharpened and more focussed.</p> <p>Executive Cllrs witness the richness and flavour of the debate.</p>	<p>Executive Councillors</p> <p>Scrutiny Officers</p>	January 2023

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<p>3</p> <p>Improve the effectiveness of questioning to provide robust, constructive challenge</p> <p>BY:</p> <p>Introducing questioning strategies.</p> <p>Introducing more evidence and expertise.</p>	Review and enhance pre-meetings for each Committee.	Closer working amongst committee members to identify lines of enquiry.	Member Services Manager / Scrutiny Officers	January 2023
	Seeding lines of enquiry for the committee, including meeting support to questioning.	Ability for the committee to dig deeper in a more expedient manner.	Scrutiny Officers	March 2023
	Additional witnesses to attend meetings (experts / academics).	Increase of evidence on which to base recommendations, and improved triangulation.	Scrutiny Chairs	January 2023
	Visit facilities and attend public engagement events as a Committee.	Engagement with residents and service users.	Member Services Manager	January 2023
	Facilitate development sessions on questioning for Members and report presentation for Officers.	Increased confidence and more effective questioning and answering.	Member Services Manager	January 2023
	Revise the report template.	A comprehensive template which meets the needs of all users. Consider Alternative Options as part of scrutinising proposals.	Member Services Manager	January 2023
<p>4</p> <p>Increased scrutiny ownership of the scrutiny work programme</p> <p>BY:</p> <p>developing understanding of the purpose of reports.</p> <p>introducing a greater variety of scrutiny methods.</p> <p>encouraging greater oversight of the forward plan.</p>	Selection of reports for scrutiny rather than default consideration decided through presentation of forward plans and a revised model of pre-meetings.	Earlier and greater opportunities for impact on decision-making. Avoid unnecessary time on reports to note. Greater ownership of work programme by both chairs and scrutineers.	Scrutiny Chairs	January 2023
	Scripts to be developed in consultation with Scrutiny Chairs.	To provide Chairs with personalised tools.	Scrutiny Chairs / DSOs	December 2022
	Explanatory notes on agendas of how scrutiny can add value.	Avoid wasted committee time. Clear direction for Members therefore improved focus during debate.	Scrutiny Officers	December 2022

	<p>Scrutiny conference at commencement of year to choose topics and methods of scrutiny including spotlights, working groups, and task and finish groups.</p>	<p>Member-led selection of topics. Cross-cutting themes can have oversight / input from more than one committee.</p> <p>More topics can be covered more expediently.</p> <p>More even spread of topics over service areas to avoid overload.</p>	<p>Scrutiny Officers / Scrutiny Chairs</p>	<p>May 2023</p>
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