

EXTRACT OF ITEMS FROM THE CORPORATE PEER CHALLENGE ACTION PLAN THAT RELATE TO THE OVERVIEW AND SCRUTINY COMMITTEE

	Recommendation	Action	Led By	Timescale	Update
1	Define what you want your scrutiny panels to achieve.	<p>To be discussed with the scrutiny committee but approach based on the 4 principles of good scrutiny would make sense: -</p> <ul style="list-style-type: none"> • Provides critical friend challenge to policymakers and decision makers • Enables the voice and concerns to the public • Is carried out by independent-minded people who lead and own the scrutiny role • Drives improvement in public services 	Scrutiny Committee	Ongoing	
2	Put into place scrutiny training for the whole council (members and officers) and experiment with how training could be more effective for the 2024 new intake. Ensure all members understand the benefits and role of scrutiny.	<p>Will be incorporated within the Member training programme being developed.</p> <p>Group Leaders need to reinforce the importance of attending training with their groups.</p>	Democratic Services Member Champions Learning + Development	Before March 2024	Training provided on 18 May 2023 for Members, with recording of the session made available on GrowZone.
3	Consider how the provision of training can be improved to increase knowledge transfer and support members with ongoing training needs e.g., use of one-to-one coaching the provisional	Will be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	Before March 2024	

	feedback from live meetings, further training to fill any gaps in knowledge and skills.				
4	Urgently fund and recruit a dedicated scrutiny officer.	Budget has been identified for a part-time Scrutiny Officer subject to successful recruitment.	Democratic Services Manager/Committee, Member and Scrutiny Manager	Pending	Scrutiny Officer role vacant from 03/11/23
5	Members to actively review the Forward Plan and invitation of cabinet members to attend O&S. This could be overcome with a dedicated scrutiny officer in place.	This is already on every agenda and is done every meeting it will be for members to take forward with the Scrutiny Officer.	Scrutiny Committee Scrutiny Officer	Pending	Scrutiny Officer to discuss with Chair and Vice-Chair Forward Plan included in every Work programme report and Executive have been made aware of meeting dates.
6	Proper and effective reporting onwards to council and cabinet by O&S as required.	Chair and Scrutiny Officer will need to take this forward and consider the best way to report O&S discussion to cabinet and council. This can be done verbally. A report from a Task & Finish Group would be a written report.	Chair of Scrutiny Scrutiny Officer	Pending	Scrutiny Officer to discuss with Chair and Vice-Chair
7	Establish clear meeting protocols and associated processes for questioning cabinet members.	For Scrutiny Officer to work through with the Chair	Chair of Scrutiny Scrutiny Officer	Pending	Scrutiny Officer to discuss with Chair and Vice-Chair
8	Officers to always facilitate the bringing forward of future agenda items requested	This is accepted but felt to have been a one-off example. It would be for the Scrutiny Officer to ensure this happens.	Scrutiny Officer	Ongoing	Scrutiny Officer actively follows up on item requests at meetings.

	by O&S in a timely manner				
9	Training in scrutiny questioning skills (KLOE).	Has been and will continue to be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	Ongoing	
10	Specific O&S training for the opposition to encourage effective opposition role. There is specific scrutiny training for groups in opposition to assist with scrutiny work and assist them in being more effective throughout the council.	Will be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	Ongoing	Members of the opposition either attended the Scrutiny training session on 18 May 2023 or watched the recording on GROWzone. Other options of scrutiny training for the opposition will be explored.
11	Scrutiny needs to actively seek to implement the use of Task and Finish Groups.	This is for the Chair and Committee to consider with the support of the Scrutiny Officer.	Chair of Scrutiny Scrutiny Committee Scrutiny Officer	Ongoing	Scrutiny Officer has asked for nominations from the group leaders for the Task and Finish Group on Communication and Engagement. Once nominations have been received dates for the Task and Finish Group will be organised.
12	It was observed by some members that the preparation for the	For Scrutiny Officer to work through with the Chair.	Chair of Scrutiny Scrutiny Officer	Pending	Briefings will become standard before 'call to

	special scrutiny meeting on the 'call to account' was beneficial and lessons learnt on how this preparation helped scrutiny should be considered in taking forward scrutiny in the future.				account' to best prepare Members for the item.
13	Establish proactive annual programme of work and agenda setting.	This is for the Chair and Committee to consider, with the support of Scrutiny Officer.	Chair of Scrutiny Scrutiny Committee Scrutiny Officer	Ongoing	
14	Provide O&S training in Chairing Skills.	Will be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	Ongoing	Chairing Skills training provided on 12 June 2023
16	Ensure the scrutiny committee actively follow up on all recommendations.	This is already on every agenda. For Scrutiny Officer to work with the Chair and Committee to ensure it is actively looked at.	Chair of Scrutiny Scrutiny Committee Scrutiny Officer	Ongoing	Referrals will be included in the Committee's Resolutions report so the Committee can follow up on recommendations.
17	Consideration should be given by the cabinet and portfolio holders on how they can carry out their role in a way that supports scrutiny being able to act as effectively as possible.	This links to the vision for scrutiny in recommendation one this should be a two-way critical friend relationship to be included as part of training and potentially part of work planning. Cabinet to consider how to better engage with Scrutiny.	Cabinet Scrutiny Committee Chair of Scrutiny	Ongoing	
18	Ensure minutes reflect the decisions of the meeting – e.g., requests for agenda items to be	Committee Services and the Scrutiny Officer will make sure everything is accurately captured.	Scrutiny Officer	Ongoing	

	recorded in the minutes and added to the forward plan.				
19	Cabinet members should consistently and without exception be expected to attend O&S committee meetings where decisions from their area of responsibilities are being scrutinised.	Agreed. This is the current approach unless there is an emergency. Cabinet to consider as part of how to better engage with scrutiny.	Cabinet	Ongoing	Scrutiny Officer has advised the Executive of Committee dates for 2023-24 and will provide notice when required to attend meetings.
20	The scrutiny chair or their representative should attend all cabinet meetings to present scrutiny findings particularly to enable the thinking and debate around the recommendations to be clearly communicated with the cabinet to maximise the impact scrutiny can have on decisions.	Agreed.	Chair of Scrutiny	Ongoing	Scrutiny Officer has advised the Chair and Vice-Chair of Cabinet dates for 2023-24.
21	Where Cabinet do not accept an O&S recommendation, reasons should be given.	Agreed. Cabinet to consider as part of how to better engage with scrutiny	Cabinet	Ongoing	Reasons for a recommendation not being accepted by Cabinet will be included in the Committee's Resolutions report.

