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.	To be discussed with the scrutiny committee but approach based on the 4 principles of good scrutiny would make sense: - • 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	May 2024	To be agreed with members of O&S outside of formal meeting in consultation with Chair, Vice Chair and Scrutiny Officer
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.	Will be incorporated within the Member training programme being developed. Group Leaders need to reinforce the importance of attending training with their groups.	Democratic Services Member Champions Learning + Development	May 2024	Training provided on 4 June 2024 and recording will be uploaded to 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 feedback from live meetings, further training to fill any gaps in knowledge and skills.	Will be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	May 2024	Training provided on 4 June 2024 and recording will be uploaded to GrowZone.
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	In progress	SO appointed 26 March 2024.
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	Ongoing action	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	Ongoing action	Chair and Vice Chair have been sent meeting dates for Cabinet and advised of need to attend where referrals have been made

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	Not started	Scrutiny Officer to discuss with Chair and Vice-Chair
8	Officers to always facilitate the bringing forward of future agenda items requested by O&S in a timely manner	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 action	Scrutiny Officer actively follows up on item requests at meetings.
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	TBC	May be provided by the Scrutiny Officer as a worksheet
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	May 2024	Training provided on 4 June 2024 and recording will be uploaded to GrowZone.

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	Not started	No requests for Task and Finish Groups have been made by the Committee, previous requests cancelled due to lack of interest from Members
12	It was observed by some members that the preparation for the 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.	For Scrutiny Officer to work through with the Chair.	Chair of Scrutiny Scrutiny Officer	Complete	Briefings will become standard before 'call to 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	May 2024	Ensure meetings take place with Chair and Vice Chair to set a provisional work programme for the Civic Year (subject to change)
14	Provide O&S training in Chairing Skills.	Will be incorporated within the Member training programme being developed.	Democratic Services Member Champions Learning + Development	TBC	

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 action	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 action	Exec Members expected to present their relevant reports to O&S and have been advised of the dates of the committee
18	Ensure minutes reflect the decisions of the meeting – e.g., requests for agenda items to be recorded in the minutes and added to the forward plan.	Committee Services and the Scrutiny Officer will make sure everything is accurately captured.	Scrutiny Officer	Complete	Resolutions report captures specific requests, supported by minutes produced and access to the YouTube recording of the meeting
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 action	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 action	Will ensure both Chair and Vice-Chair are included to attend so at least one is able to present referrals
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	Complete	Reasons for a recommendation not being accepted by Cabinet will be included in the Committee's Resolutions report.