Scrutiny Management Committee   **20 November 2006**

Report of the Head of Civic, Democratic and Legal Services

Progress on Scrutiny Monitoring Arrangements

Summary

1. At its meeting in October 2006, Scrutiny Management Committee received a report on implementing new processes and procedures for managing and monitoring scrutiny reviews. At that meeting, Members agreed various arrangements for managing those reviews. This report deals with progress on systems for monitoring progress with reviews and any recommendations or actions agreed by the Executive.

Background

2. Work on developing a database to hold monitoring information on scrutiny reviews and recommendations is nearing completion. The database is now built and testing is virtually complete. The developer will be working on producing the required reports from the database from the end of November.

Consultation

3. The creation of a database is a working tool to improve processes and effectiveness for monitoring progress with reviews. Members of SMC have been informed of these arrangements and proposals, as indicated above. Colleagues in IT&T have been informed and the chosen developer was recommended by them.

Options

4. This report is for Members information.

Analysis

5. The facility to run reports from the new database will enable scrutiny officers to report on a quarterly basis the following information to Members:

- Current stage/status of new/ongoing/final reviews
- Progress against timescales per review
- Details of all topics registered and whether rejected or approved for review, including reasons why rejected where applicable.
- Timescale for reporting to Executive
- Details of any recommendations/revised actions agreed by Executive
- Implementation arrangements for agreed Executive actions (including responsible officers).

6. Members may recall that the new processes and procedures referred to at the last for managing reviews involved the proposal for a Member sponsor (suggested as the Member registering topic) to assist the scrutiny officer in 'chasing' implementation of agreed recommendations/actions. Names of 'sponsors' for reviews will also be included in the database.

7. The reports produced from the database, realistically ever quarter will replace the 6 monthly updates on progress and outstanding actions previously presented to scrutiny.

8. **Corporate Priorities**

9. The new database and reporting arrangements will help improve the Council's organizational effectiveness.

Implications

10. There are no known financial, HR, equalities, legal, crime and disorder, or other implications associated with this report other than the need to ensure the database has built in compliance with existing IT&T systems. The developer was recommended by IT&T and has produced several other working 'access' databases within the Council.

Risk Management

11. In compliance with the Councils risk management strategy,there are no known risks associated with undertaking this report, other than failure to streamline our practices in this way to maximize use of scrutiny resources and keep current with reviews and agreed scrutiny recommendations.

Recommendations

12. Members are asked to note the work ongoing relating to the creation of a working database as a monitoring and reporting tool and, subject to the reporting features being built in time, to

receive the first report off the system at the next meeting of SMC.

Reason: In order to increase efficiencies and maximise resources within the scrutiny function.

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Report Approved ☑ **Date** *14.1106*

Wards Affected: **All** ☑

For further information please contact the author of the report

Annexes

None

Background Papers