

## CYC SCRUTINY IMPACT REVIEW

## ACTION PLAN

|    | <b>ACTION</b><br>(please note that these are abridged versions of the full CfGS recommendations, and should be read in conjunction with the CfGS report at Annex A)   | <b>PROPOSAL</b>  | <b>WHO</b>   | <b>WHEN</b>                       |
|----|---|--|--|-----------------------------------|
| 1. | The Council should work to develop a shared vision and understanding of scrutiny  | A working group be established, to develop proposals. The working group to then meet with the Leader & Deputy Leader to discuss and agree. | Current scrutiny chairs and vice chairs<br><br>(May choose to co-opt others from time to time, e.g. Chair and deputy of A&G) | Commencing March 2025 and ongoing |
| 2. | The Council should employ a dedicated Scrutiny officer to enhance the impact and practice of Scrutiny, in particular task group investigations. Skills for this role would include research, project management and policy development. On-going training and support for the Scrutiny officer should also be considered particularly if recruited internally, to support the role to achieve good Scrutiny | The structure of the DS team is being reviewed to add a dedicated Scrutiny Officer to the establishment.                                   | LT/BR  | Implement May/June 2025           |

## ANNEX B

|    |  |  |  |                                   |
|----|--|--|--|-----------------------------------|
| 3. | Substitute members of committees should be limited in number and named individuals rather than allowing any Cllr to act as a substitute at any given time  | Members to determine if they wish to change the current arrangement for CSCCSM which is that the requirement for named subs can be overridden by the COO, MO /HODG if requested. | No action to be taken. Recommendation not supported. | N/A                               |
| 4. | Revisit and refresh the Cabinet/Scrutiny protocol, including the establishment of regular structured meetings between Scrutiny Chairs and Vice Chairs and relevant Cabinet Member(s) to discuss collaboration and future mutual priorities and upcoming decisions and projects | Working group established under Rec 1 above, to take this work forward and discuss/agree with Leader and Deputy Leader once proposals have been developed.                       | Working Group/LT/DSO/Scrutiny Officer                | Commencing March 2025 and ongoing |
| 5. | Scrutiny taking a more deliberate and planned approach to budget scrutiny throughout the year. This should include a focus upon service delivery beyond finances   | Scrutiny cttees to develop proposals in consultation with Chief Finance Officer  | Working Group/Scrutiny Cttees/DM/LT/Scrutiny Officer | Commencing March 2025 and ongoing |
| 6. | Review and enhance the scrutiny work planning process – supporting a member-led work plan  | Working Group to lead; other members, eg Leader /Executive members to be co-opted to the group as appropriate  | Working Group/Scrutiny Cttees/LT/Scrutiny Officer    | Commencing March 2025 and ongoing |
| 7. | Undertake policy development in the form of task groups. This move would also require the timely awareness of scrutiny in issues that are being developed or decided upon, as scrutiny   | As above – structured approach to TFG work throughout each year  | Scrutiny/Executive                                   | Commencing May 2025               |

|    |   |  |   |                                     |
|----|---|--|---|-------------------------------------|
|    | would need to undertake deep-dive work on areas where it could make a tangible difference.  |  |   |                                     |
| 8. | <p>That the Council consider reviewing the alignment of committees to better reflect either the departmental organisation, or Cabinet portfolios.</p> <p>This would bring greater clarity as to which officers or lead members were accountable to which committee. As part of this work the Council should consider reducing the number of committees and possibly the number of councillors on those committees</p> | <p>Proposal to restructure: three scrutiny committees –</p> <ul style="list-style-type: none"> <li>• Overarching Scrutiny Committee (9 members) – this committee to have call in powers</li> <li>• People Scrutiny Committee (9 members)</li> <li>• Place Scrutiny Committee (9 members)</li> </ul> <p>Elected member and wider resident and partner involvement to be strengthened and enhanced through participation in properly supported Task and Finish groups.</p> | <p>Council, following recommendation by Executive with Scrutiny views taken into account.</p> <p>Decision to be reviewed after 12 months.</p> | <p>March 2025</p> <p>March 2026</p> |
| 9. | That the frequency of Scrutiny Committee meetings be reviewed with a view to having fewer formal meetings, but developing scope for greater focus, preparation, including briefings and review work   | Formal meetings to be scheduled bi-monthly. Information reports to be made available by alternate means, eg bi-monthly briefing sessions (Teams/hybrid) and member portal library  | Council, following discussions with Scrutiny and Executive members  | March 2025                          |

**ANNEX B**

|     |   |   |                                     |                            |
|-----|---|---|-------------------------------------|----------------------------|
| 10. | Introduce a formal process to track recommendations that Scrutiny makes.  | Modern Gov action tracking functionality to be utilised   | DSO team/LT/Scrutiny Officer        | May 2025                   |
| 11. | Reinstate the process of having an annual scrutiny report but update the format to focus on the impact and difference that scrutiny has made  | Scrutiny Officer will liaise with scrutiny chairs to produce annual report detailing work undertaken throughout the year, benefits and value realised etc and a look forward to the coming year.                              | Scrutiny Officer/LT/Scrutiny Chairs | March 2026                 |
| 12. | A programme of ongoing training for members in undertaking good scrutiny, which could include work programming as well as coaching for chairs | Working with LGA to develop training programme to encompass: <ul style="list-style-type: none"><li>• Scrutiny member training</li><li>• TFG training</li><li>• Executive member training</li><li>• Officer training</li></ul> | LT/DSO team                         | To begin delivery May 2025 |