

**DRAFT PROTOCOL CONSULTATION PAPER  
LGYH MEMBERS REGIONAL SCRUTINY NETWORK**

**PROTOCOL**

**1. Introduction**

1.1 This protocol is attached as an appendix to the Terms of Reference set out and agreed by Members, to support the work of the Yorkshire & Humber Members Regional Scrutiny Network;

1.2 The protocol identifies the working arrangements necessary to undertake joint Overview and Scrutiny of organisations, agencies and services as is appropriate, within the Yorkshire and Humber Region or other geographical boundary as designated to the Network and any joint scrutiny panel or task & finish group arising from the work of the main body of the Network.

**2. Purpose and Role of Joint Scrutiny Panels**

2.1 To ensure effective and robust Overview and Scrutiny arrangements are in place to review, scrutinise and monitor the performance of identified services across the region, holding to account as necessary decisions and actions by organisations, agencies and service providers.

2.2 Panels will be established by the Network and its remit identified by the Network – i.e. Health, Tourism, Crime & Disorder;

2.3 Panels may operate sub regionally or regionally according to Member interest in a particular function/service area;

2.4 A Panel will undertake monitoring of performance, activity and budgets against key milestones and indicators applicable to the service in scope; request reports and presentations and make recommendations as appropriate;

2.5 A Panel may review and scrutinise services as indicated by the LGYH Executive.

**3. Purpose and Role of Task & Finish Groups**

3.1 To undertake time limited and dedicated pieces of work identified by the Regional Members Network or proposed by the LGYH Executive;

#### **4. Membership of Joint Scrutiny Panels & Task & Finish Groups**

4.1 One Member to be appointed from each Council wishing to participate in a Panel or T & F Group, with one appointed substitute;

4.2 That each Member representative has the authority to endorse recommendations going forward;

4.3 Political representation should be determined by each individual Local Authority;

4.4 Co-optees will not be appointed to the Scrutiny Panel or T & F Groups but witnesses or individuals with the necessary technical knowledge can be called as deemed appropriate;

4.5 The term of office for each Member will be one year;

4.6 The Chair and Vice Chair will be appointed by the Panel at the start of each Municipal Year;

4.7 Panels will meet 3 times per Municipal Year, with the option of additional meetings being called if deemed necessary;

4.8 Task & Finish Groups will meet for the duration of the project as is necessary to complete a piece of work, with a maximum duration of 6 months.

#### **5. Chair and Vice Chair**

##### **5.1 Scrutiny Panels**

The Chair and Vice Chair will be appointed bi-annually by the Panel Members at the start of the relevant Municipal Year;

##### **5.2 Task & Finish Groups**

A Chair will be appointed by the Members Regional Scrutiny Network to set up and lead a Task & Finish Group to undertake a piece of work concluding with the production of a written report.

#### **6. Administrative Support**

The following support will be provided by each Local Authority to the Panel & T & F Groups:

6.1 Support will include co-ordination, overview and administrative support, distribution of agenda's and minutes to interested parties;

6.2 Supporting working arrangements of the Panel and T & F Groups will be on a rota basis regionally or sub regionally; or by agreement to share workload between Council's participating in dedicated projects/scrutiny reviews;

6.3 Any technical support or other nominated person requested by the Panel or T & F Groups to attend.

## **7. Administration**

### **7.1 Scrutiny Panels**

- The hosting local authority (to be agreed following each meeting) will provide all necessary administrative support for the meetings, including agendas, minutes etc.
- The meetings will take place in the public domain;
- The format of the agenda will include: declaration of interests, apologies, notes from previous meetings, matters arising, main business for consideration, date and time of next meeting;
- The hosting authority will meet the cost of the meeting, e.g. refreshments and materials.

### **7.2 Task & Finish Groups**

- The hosting local authority (to be agreed following each meeting) will provide all necessary administrative support for the meetings, including agendas, minutes etc;
- The agenda will include: apologies, notes from previous meeting, matters arising, main business or presentation, date & time of next meeting;
- The hosting authority will meet the cost of the meeting, e.g. refreshments and materials.

## **8. Basic principles**

8.1 To work in partnership and co-operation with all Local Authorities across the region to provide a critical friend and challenge: the following principles will guide these arrangements to assist in the delivery of the Networks objectives:

8.2 To support the delivery, aims and objectives of the Members Regional Scrutiny Network.

8.3 A willingness to share knowledge and respond to requests for information;

8.4 That Members may endorse on behalf of their own authorities, recommendations made by the panel or task & finish groups;

8.5 To promote openness and transparency in the work of the scrutiny panels and task & finish groups;

8.5 Holding to account decisions taken by organisations and agencies which are responsible for making decisions that impact on local communities across the region;

8.6 If there is no consensus on a particular issue this will be determined by a simple majority vote of those members attending a panel or task & finish group meeting with the Chair having a second or casting vote;

8.7 Each local authority representative may report work in progress and completed projects back to their relevant Overview & Scrutiny Management Committees/Boards;

8.8 Witnesses, council officers and members of the public may attend the panel from time to time or be invited to give evidence at a scrutiny review. They will be provided with clear guidance from the Joint Scrutiny administration regarding their roles, e.g. notice required to attend a meeting, time required to provide any written response to the Panel, meeting arrangements and expenses where appropriate.

8.9 Wherever possible, at least one calendar months notice will be given for attendances required at a panel or task & finish group meetings.

## **9. Final Reports and Recommendations**

9.1 Any scrutiny investigation will produce a report with recommendations for improvement;

9.2 The report will be forwarded to the relevant organisation or agency for their consideration;

9.3 The Members Regional Network and the LGYH Executive will always receive a copy of the report with recommendations;

9.4 The relevant organisation will be asked to respond to the recommendations within two months;

9.5 Any agreed recommendations will form the basis of an Action Plan for implementation which should be presented to the Members Regional Network;

9.6 If the response from the 'organisation' or 'agency' is to decline to follow the recommendations arising from a Panel or T & F Group, the Network may request its reasons for doing so;

9.7 The Network will monitor the progress and impact of the agreed recommendations.