

Title of Report	SCRUTINY ANNUAL REPORT	
Presented by	Councillor Robert Ashman Deputy Leader	
Background Papers	Agendas and Minutes of meetings of the Scrutiny Committees and Task and Finish Groups	Public Report: Yes
Financial Implications	None identified	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None identified	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Resources are referred to in the body of the report but there are no major staffing or corporate implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	It was requested as part of the improvements to the scrutiny processes that an annual report be presented to Council setting out the work of the Scrutiny Committee over the preceding twelve-month period.	
Recommendations	THAT (1) THE ANNUAL SCRUTINY REPORT BE NOTED; (2) COUNCIL AGREES TO CONTINUE THE SCRUTINY CROSS PARTY WORKING GROUP HAVING HAD REGARD TO THE VIEWS OF MEMBERS OF BOTH SCRUTINY COMMITTEES.	

BACKGROUND

- 1.1 A corporate peer review which was undertaken in 2019 prompted the establishment of a Cross Party Scrutiny Working Group which was tasked with looking at improving the scrutiny process.
- 1.2 The Working Group recommended a number of actions, one of which was that an annual report be submitted to Council which sets out the work of both the Scrutiny Committees over the preceding twelve-month period.
- 1.3 The Scrutiny Annual Report is appended.
- 1.4 The actions identified by the Cross Party Scrutiny Working Group in the appended action plan have now been completed or are in progress and Council is asked to consider therefore whether to recommend that this Group be continued.

- 1.5 The views of both the Community Scrutiny Committee and the Corporate Scrutiny Committee are shown in Appendix 1 to this report which comprises an extract of both sets of minutes.

Policies and other considerations, as appropriate	
Council Priorities:	All
Policy Considerations:	None
Safeguarding:	No issues identified
Equalities/Diversity:	No issues identified
Customer Impact:	No issues identified
Economic and Social Impact:	No issues identified
Environment and Climate Change:	No issues identified.
Consultation/Community Engagement:	This report was considered by both the Corporate and Community Scrutiny Committee before being submitted to Council.
Risks:	No issues identified
Officer Contact	<p>Andy Barton Strategic Director of Housing & Customer Services Andy.barton@nwleicestershire.gov.uk</p> <p>James Arnold Strategic Director of Place James.arnold@nwleicestershire.gov.uk</p>

EXTRACT OF THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND CORPORATE SCRUTINY COMMITTEES

Community Scrutiny Committee – 19 May 2021

The Strategic Director presented the report.

Some Members expressed their disappointment in the virtual scrutiny training received and the low number of Members in attendance. It was also felt that the Scrutiny Cross Party Working Group had not yet achieved its objectives and therefore Members were against the recommendation within the report to disband the group.

A discussion was had on the work of the Scrutiny Cross Party Working Group, and it was felt that the following actions were yet to be completed:

- The introduction of a briefing for Members
- A clear plan for placing items onto the work programme
- A review of the scrutiny function in a years' time by the Cross Party Working Group, to evaluate how successful the changes had been.

The Chairman reminded Members that it was the responsibility of the Committees to move the scrutiny function forward and it was important for Members to lead the agendas. The Head of Legal and Commercial Services assured Members that proposals from the Scrutiny Cross Party Working Group would be reviewed and officers would discuss the points made at the meeting with both Scrutiny Chairs to compose a plan to move forward.

It was strongly agreed that the Scrutiny Cross Party Working Group should not be disbanded and following advice from the Head of Legal and Commercial Services, it was decided to consider the two recommendations within the report separately so that individual votes could be taken.

Recommendation one as set out in the report was moved by Councillor K Merrie, seconded by Councillor T Eynon and put to the vote.

RESOLVED THAT:

The Annual report be noted ahead of its submission to Council at its meeting on 22 June 2021.

Recommendation two as set out in the report was moved by Councillor K Merrie, seconded by Councillor T Eynon and was put to the vote. The motion was LOST.

Councillor K Merrie moved the recommendation to Council that the Scrutiny Cross Party Working Group remain operational to assess the work of the scrutiny function at a future date to be determined as appropriate. It was seconded by Councillor J Geary.

RECOMMENDED THAT:

The Scrutiny Cross Party Working Group remain operational to assess the work of the scrutiny function at a future date to be determined as appropriate.

Corporate Scrutiny Committee - 9 June 2021

The Strategic Director presented the report.

A discussion was had on the benefits of continuing the Scrutiny Cross Party Working Group. Members were in agreement that the group should not be disbanded, and it should be used to monitor progress of the scrutiny function with the next meeting in approximately 4 months' time.

In relation to the training package delivered the previous year, some Members felt that due to the virtual delivery it was not as successful as it could have been.

A Member referred to a consultation process undertaken with Committee Members the previous year in relation to the scrutiny function and asked for some information on the outcome. The Strategic Director explained that the consultation was part of the review undertaken by the Centre for Governance and Scrutiny, the final report would be provided outside of the meeting for information.

Councillor S Sheahan moved recommendation one within the report and that the Scrutiny Cross Party Working group should be continued. It was seconded by Councillor D Bigby.

RESOLVED THAT:

The annual report be noted ahead of its submission to Council at its meeting on 22 June 2021.

RECOMMENDED THAT:

The Scrutiny Cross Party Working Group be continued.



North West Leicestershire District Council

SCRUTINY ANNUAL REPORT

2020-2021

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Foreword

“The Committees’ aims are to provide real benefits to the people of North West Leicestershire and, through their work, put forward appropriate recommendations to Cabinet and Council.

Our new Committees have had a change of focus over recent months following the work of the Scrutiny Cross Party Working Group who have been instrumental in offering solutions to help improve the scrutiny function here at North West Leicestershire. Their input has been invaluable and it followed the recommendations which came from the Corporate Peer review which was undertaken in 2019. It’s worth remembering that the scrutiny function of a local authority is not an end in itself. It should be focused on ensuring better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

Over the past 12 months, the Corporate Scrutiny Committee has performed its usual monitoring of council finances and performance, in addition to the annual scrutiny of the budget during its preparation, and continues to keep a close eye on these. Of particular interest to the Community Scrutiny Committee this year, has been the Community Services portfolio with issues around the new Leisure Centre, improvements to Marlborough Square and Air Quality.

Next year will be significant as it sees the District emerge from the COVID-19 pandemic. The Scrutiny Committees will be at the forefront ensuring that members and the public can contribute to recovery planning, and getting North West Leicestershire back on its feet. We will work on a non-political cross-party basis, with an administration that is willing to listen and participate, which is precisely the sort of working in partnership that will be needed over the difficult months ahead.

We would like to offer our thanks and appreciation to the officers and Members who support both the Committees”.



Councillor Dan Harrison
Chairman, Community Scrutiny Committee



Councillor Russell Boam
Chairman, Corporate Scrutiny Committee

Membership

Corporate Scrutiny Committee	Community Scrutiny Committee
Councillor Russell Boam (Chairman)	Councillor Dan Harrison (Chairman)
Councillor Jim Hoult (Deputy Chairman)	Councillor Bertie Harrison-Rushton (Deputy Chair)
Councillor Elliott Allman	Councillor Carl Benfield
Councillor Alexander Bridgen	Councillor Alexander Bridgen
Councillor Gill Hoult	Councillor Dr Terri Eynon
Councillor Russell Johnson	Councillor John Geary
Councillor Sean Sheahan	Councillor Gill Hoult
Councillor Nigel Smith	Councillor Keith Merrie MBE
Councillor Michael Wyatt	Councillor Michael Wyatt
Councillor Dave Bigby (Substitute)	Councillor Angela Black (Substitute)
Councillor David Everitt (Substitute)	Councillor John Clarke (Substitute)
Councillor Marie French (Substitute)	Councillor Michael Hay (Substitute)
Councillor Stuart Gillard (Substitute)	Councillor Virge Richichi (Substitute)
Councillor Keith Merrie MBE (Substitute)	Councillor Tony Saffell (Substitute)
Councillor Virge Richichi (Substitute)	Councillor Carol Sewell (Substitute)

Introduction

North West Leicestershire District Council adopts the Cabinet system to operate its decision-making and there are two Scrutiny Committees comprising non-Cabinet members – the Corporate Scrutiny Committee and the Community Scrutiny Committee. Below is a non-exhaustive list of their respective areas of responsibility. Each Committee may receive reports and comment on matters of policy or items of business of a reasonably similar nature to those listed.

Corporate Scrutiny Committee	Community Scrutiny Committee
Asset Management	Business/Economy
Estates and property	Planning and Building Control
Review of Constitution	Tourism
Communications	Partnerships
Customer Services	Community Safety
Finance	Leisure
Human Resources	Health and Wellbeing
ICT	Stronger Safer Communities
Legal Services	Environmental Health
Revenue and Benefits	Licensing
Shared Services	Environmental Protection
	Statutory crime and disorder committee
	Strategic Housing – Housing Strategy
	Housing Management
	Economic Development

Scrutiny is central to the Council's decision-making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Scrutiny Committees look into areas of local concern; they recommend improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committees are:

- **Performance Monitoring** – The Council has to meet corporate priorities set out in the Council Delivery Plan and report against those indicators. Scrutiny can examine any aspect of the Council's performance, including services that it delivers through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Scrutiny Committees and challenged.
- **Policy review and development** - Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting the residents of North West Leicestershire can be scrutinised by the Committees, including services provided by another organisation

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

The Committee's Resources

Support to the Committees is provided by the two Strategic Directors who offer sound and practical advice on subject matters and help the Committees manage their respective work programmes with regular dialogue with the Chairmen of the two Scrutiny Committees.

Administrative support is provided by Democratic Services under the direction of the Democratic Services Team Manager.

Legal advice is provided by Legal Services under the direction of the Monitoring Officer.

The Centre for Governance and Scrutiny (CfGS) is regarded as a focal reference point for professional advice and training and has offered support, as required, to assist with Task and Finish Groups.

The Committee does not have its own dedicated budget and its work is funded from the Democratic Services budget.

The Work of Scrutiny

Scrutiny work is Councillor led. In addition to Councillors leading on which subjects they wish to consider in depth through Task and Finish Groups, they also set their own work programme which is populated with topics selected from the Cabinet's Forward Plan, matters relating to the Council's priorities and challenges, and issues of importance to local residents.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be addressed through the appropriate service unit, Ward Councillor, or the Portfolio Holder responsible for the issue. Scrutiny does not deal with individual complaints as these should be addressed through the Council's Complaints Procedure.

The Council's Constitution sets out the rights of Scrutiny Committee Members to 'call in' a Cabinet decision if they feel it has not been made in accordance with decision-making principles set out in Article 12 of the Constitution. The Monitoring Officer is able to support and advise any members wishing to call in an item. The 'call in' procedure may result in the convening of a special meeting to consider the matter unless the next programmed meeting falls within the deadlines set in the Council's Constitution. The 'call in' process has not been initiated during the past 12 months.

Scrutiny Cross Party Working Group

A corporate peer review which was undertaken in 2019 concluded the following in relation to the scrutiny function:- *"Continue to improve the scrutiny function. Make it more robust and be seen to be more robust. Explore good practice regarding scrutiny, such as training and make better use of working groups, establishing a forward looking work programme and involve scrutiny early in the decision making progress. This is an area where there has been significant improvement over the last two years with the development of two scrutiny committees with an enhanced number of meetings, however there is recognition that the council needs to support members in understanding their role and maximising the benefits effective scrutiny can bring to the council".*

A Cross-Party Working Group was established to deliver the outcomes of the corporate peer review. Whilst the Cross Party Working Group was not a decision-making body, the group was asked to:

- Monitor the progress of the project against the agreed action plan.
- Act as 'critical friends' providing feedback and comments throughout the project.
- Acts as 'champions' for the successful delivery of the project within their respective groups by ensuring that the progress of the project was regularly reported back to all group members.
- Make recommendations to appropriate decision-making bodies based on the consensus of the Group.

Its membership comprised

- Councillor Robert Ashman, Deputy Leader
- Councillor Dan Harrison, Conservative
- Councillor Nigel Smith, Conservative
- Councillor Terri Eynon, Labour
- Councillor Sean Sheahan, Labour
- Councillor Tony Saffell, Independent

and was chaired by Neil Clarke from the Local Government Association.

The work of the Cross-Party Working Group culminated in a concise action plan, a copy of which is attached to this report at Appendix A.

Scrutiny Principles

The following principles based approach for identifying and managing the scrutiny work plan have been agreed.

Identify Issues for consideration by Scrutiny

- Consulting with members of Scrutiny Committees, senior officers, Cabinet members – horizon scanning on policy development
- Looking at the corporate priorities, Council Delivery Plan and Cabinet Forward plan – identify key issues/topics for investigation/inquiry
- Considering events and decisions in the Council's calendar which could require an input/consultation via scrutiny – eg budget setting, CDP development
- Considering requests from members – eg via another forum or scoping report submitted
- Evaluating the Council's performance – eg quarterly reports, end of year reports, reviewing success of a particular scheme or initiative
- Reviewing any follow up work required after previous scrutiny work

Prioritise the potential list of scrutiny topics based on factors including

- the resources required to deliver it (from members, offices and financially)
- the value and level of impact which could be achieved
- link to the council's priorities
- whether it is a regular recurring item which requires consideration before Cabinet/Council approval
- consideration of the guidance for selecting scrutiny topics

Scope and plan

- Decide which scrutiny topics/work will be done each year
- Add to the work programme for each year to ensure manageable agendas for each meeting
- Consider allowing some scrutiny time for ad hoc requests which arise mid year

- Ensure that items on the work programme are clearly scoped, with clear objectives for the committee and officers (use scoping form where possible)

Recommend (if appropriate) based on the following

- Being specific about the recommendations
- Ensure that they are evidence based and realistic
- Focus on measurable outcomes (where appropriate)
- Address a specific person or group
- Be realistic about any financing requirements
- Develop in partnership with the executive, council officers and partners

Respond – Cabinet should respond to recommendations made by Scrutiny within 2 months. The response should be:

- A commitment to deliver the measure within the timescale set out
- A commitment to be held to account on that delivery in 6 months or years time
- Where it is not proposed that a recommendation be accepted, the provision of substantive reasons as to why not
- Can be given by way of Cabinet report/meeting considering the recommendations

Review and evaluate

- Regularly review progress and evaluate outcomes eg at Directors/Chairs meetings
- Produce an annual report which demonstrates the work the Committees have done and their impact

Topics are suitable for Scrutiny when	Topics are not suitable for Scrutiny when
Scrutiny could have an impact and add value	The issue is already being addressed elsewhere and change is imminent
The topic is of high local importance and reflects the concerns of local people	The topic would be better addressed elsewhere (and will be referred there)
The resources are available that would be required to conduct the review – staff and budget	Scrutiny involvement would have limited or no impact on outcomes
It avoids duplication of work elsewhere	The topic would be sub-judice or prejudicial to the councils interests
The issues is one that the committee can realistically influence	The topic is too broad to make a review realistic
The issue is related to an area where the council or one of its partners is not performing well	New legislation or guidance relating to the topic is expected in the next year

The Scrutiny Year

Over the 10 meetings which the Scrutiny Committees held during 2020-21, a number of different topics were scrutinised, as shown in the table below:

Item	Considered by	Action of the Committee	Outcome
Appleby Magna Caravan Park	Community Scrutiny Committee on 6 May 2020	Recommended its preferred option to Cabinet having explored a number of alternatives	Cabinet accepted the findings of the Scrutiny Committee and welcomed the work it had undertaken in reaching its conclusions.
Future High Streets Fund	Community Scrutiny Committee on 6 May 2020 and 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Covid-19 Recovery and Financial Impact	Corporate Scrutiny Committee on 10 June 2020 and again on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Section 106 Contributions for Health	Community Scrutiny Committee on 21 July 2020	Noted the work being undertaken to ensure appropriate and timely expenditure of S106 monies in relation to health.	The Committee now has a better understanding and appreciation of the work undertaken in relation to this matter.
New Affordable Housing Supply Strategy	Community Scrutiny Committee on 21 July 2020	Considered the draft strategy and submitted a number of questions and issues for Cabinet to consider ahead of its adoption	Cabinet considered the issues raised before adopting the strategy.
Sport and Leisure Project	Community Scrutiny Committee on 21 July 2020 and again on 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Newmarket Refurbishment	Community Scrutiny Committee on 21 July 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.

Medium Term Financial Plan	Corporate Scrutiny Committee on 2 September 2020	Noted the changes to assumptions that drive the MTFP and questioned some of the thinking behind it.	The Committee now has a better understanding of the issues which drive the MTFP.
Council Delivery Plan	Corporate Scrutiny Committee on 2 September 2020	Considered the Plan and submitted a number of questions and issues for Cabinet to consider.	Cabinet considered a number of comments and suggestions, some of which were accepted before making its final recommendation to Council
Rent Arrears Enforcement	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Scrutiny welcomed the initiative and Cabinet put the scheme into operation
NWL Economy Recovery Plan	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Establishment of Company to be Known as 'EM DEVCO Limited'	Community Scrutiny Committee on 28 October 2020	Considered the proposals, submitted a number of questions and concerns and amended the recommendation for Cabinet to consider.	Cabinet considered the issues raised and accepted the amended recommendation before making its final recommendation to Council
Building Control – Future Service Delivery	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Budget Proposals 2021/22	Corporate Scrutiny Committee on 11 November 2020 and again on 6 January 2021	Commented on the budgetary proposals to be taken forward as part of the developing 2021/22 budget.	Comments were considered by Cabinet and Council when formulating and agreeing the budget, and some suggestions were adopted.

Air Quality	Community Scrutiny Committee on 25 November 2020	Reported on the findings of the Task and Finish Group which had been set up last year and submitted some recommendations to Cabinet	Thanks were expressed for the work undertaken by Scrutiny and the majority of the recommendations, with the exception of the specific sites for extra monitoring, were accepted
Recycle More	Community Scrutiny Committee on 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Comments considered by Cabinet when formulating and agreeing the Recycle More strategy
Scrutiny Principles	Community Scrutiny Committee on 10 February 2021 and Corporate Scrutiny Committee on 10 March 2021	A number of principles were considered and agreed with a view to disbanding the Scrutiny Working Group and enabling each respective Scrutiny Committee to adopt the principles and move forward.	The action plan of the Scrutiny Cross Party Working Group was noted, the proposed resource solution and scrutiny principles were supported and the process for annual reporting was agreed.

Task and Finish Groups

The Scrutiny Committees can set up special working parties called Task and Finish Groups when they need to undertake a detailed, in depth investigation into a particular issue. The work is undertaken by a small group of councillors appointed from the membership of the Scrutiny Committee.

During 2020/21 Scrutiny Members established the following Task and Finish Groups:-

Air Quality Control

The Group was tasked with reviewing the information available to date around NWL air quality delivery to include AQC's report currently being commissioned and Leicestershire County Council's Air Quality Joint Strategic Needs Assessment Action Plan whilst also taking into account the national picture.

The membership was:-

- Councillor C Benfield
- Councillor T Eynon
- Councillor D Harrison (Chair)
- Councillor M Hay
- Councillor G Hault
- Councillor K Merrie MBE
- Councillor M Wyatt

Meetings were held between 2 October and 13 November 2020 which culminated in a series of recommendations which were agreed by the Community Scrutiny Committee at its meeting on 25 November 2020, the majority of which were supported by Cabinet at its meeting on 8 December 2020

Housing Strategy

The Group has been tasked with looking at if and how NWLDC can influence an increase in the supply of affordable housing in the district and has been asked to make recommendations to Cabinet to this effect. The work on this is ongoing and will be reported in next year's report.

Committee Training

During 2020/21 Scrutiny Members had the following training:

- Thurs 5 November, 6pm: **Scrutiny Workshop** (all members)
- Wed 2 December, 5.30pm: **Scrutiny Essentials and Questioning Skills** (open to all members)
- Wed 16 December, 5.30pm: **Work Programming** (aimed at scrutiny members)
- Tues 12 January, 6pm following cabinet: **Getting the most from Scrutiny for Cabinet Members** (for Cabinet Members)

Key priorities for 2021-2022

The Scrutiny Committees will continue to grow and develop in their role of holding the authority's decision makers to account. The following key priority for the year ahead has been identified:

North West Leicestershire (Covid-19) Recovery Plan

A key priority for the Committees will be working with Cabinet and officers to work on the District's recovery plan from the effects of the pandemic. As a "critical friend", the Committees can provide another perspective on the proposals from the Recovery Plan before final proposals are presented to Cabinet and Council.

Members' Attendance Record

Corporate Scrutiny Committee

Attendance	10 Jun 2020	2 Sep 2020	11 Nov 2020	6 Jan 2021	10 Mar 2021	%
R Boam	Y	Y	Y	Y	Y	100
J Houlton	Y	Y	Y	Y	Y	100
E Allman	Y	Y	Y	N	N	60
A Bridgen	N	Y	Y	Y	Y	80
G Houlton	Y	Y	Y	Y	Y	100
R Johnson	Y	Y	Y	N	Y	80
S Sheahan	Y	Y	Y	Y	Y	100

N Smith	Y	Y	Y	Y	Y	100
D Tebbutt	Y	Y	N	N	N/A	50
M Wyatt	Y	Y	Y	Y	Y	100

Community Scrutiny Committee

Attendance	6 May 2020	21 Jul 2020	28 Oct 2020	25 Nov 2020	10 Feb 2021	%
D Harrison	Y	Y	Y	Y	N	80
B Harrison-Rushton	Y	Y	Y	Y	Y	100
C Benfield	Y	Y	Y	N	Y	80
A Bridgen	Y	Y	Y	N	Y	80
T Eynon	Y	Y	Y	Y	Y	100
J Geary	Y	Y	N	Y	Y	80
G Houlton	Y	Y	Y	Y	Y	100
K Merrie	Y	Y	Y	Y	Y	100
D Tebbutt	N	N	N	N	N/A	0
M Wyatt	Y	Y	Y	Y	Y	100

Appendix A

Action Plan - The aim of this Action plan is to address the recommendation of the Peer Team in relation to Scrutiny following the recent Corporate Peer Review as follows:-

“Continue to improve the scrutiny function. Make it more robust and be seen to be more robust. Explore good practice regarding scrutiny, such as training and make better use of working groups, establishing a forward looking work programme and involve scrutiny early in the decision making progress. This is an area where there has been significant improvement over the last two years with the development of two scrutiny committees with an enhanced number of meetings, however there is recognition that the council needs to support members in understanding their role and maximising the benefits effective scrutiny can bring to the council”.

Ref	Recommendations	Actions	By	Change to Constitution ?	STATUS
1	Establish a cross party working group	<ul style="list-style-type: none"> • Cross party working group to be established to oversee actions and improvements to the scrutiny function. 	EW	No	COMPLETED
		<ul style="list-style-type: none"> • Terms of reference to be agreed <p>AGREED –</p> <ol style="list-style-type: none"> (1) That the Working Group Terms of Reference be endorsed (2) That monthly meetings be held with a 6 month review meeting thereafter. (3) That the work of the Group be reported to Council. 	ML	No	COMPLETED

2	Develop training and support programme for members and chairs	<ul style="list-style-type: none"> • Training programme to be developed to support members and enhance understanding of members' roles and responsibility in scrutiny and policy development – to include a mock meeting. • Questionnaire identifying training needs to be sent and findings reported back to next meeting. Ring round to every non responding member by the 	ML RW	No No	COMPLETED COMPLETED
		<p>next meeting.</p> <ul style="list-style-type: none"> • Comparison training programme be obtained from the LGA and reported back to next meeting. • Members to attend a meeting at another Authority. <p>AGREED</p> <p>(1) Visit to be arranged after COVID 19</p> <p>(2) Training programme to be delivered by CfGS</p>	RW	No	COMPLETED POSTPONED
3	Review level of officer support for scrutiny function	<ul style="list-style-type: none"> • Agree on level of support required – administration or management of function? • Consider how the support to scrutiny will be resourced. <p>AGREED – That the level of support afforded to the scrutiny function be kept under review</p>	All All	No No	COMPLETED COMPLETED

4	Develop forward looking work programme for Corporate and Community Scrutiny	<ul style="list-style-type: none"> • Change report templates to identify the role of scrutiny for each issue and encourage report authors to consider outcomes. 	ML	No	COMPLETED
		<ul style="list-style-type: none"> • Move work programme agenda item to front of agenda 	ML	No	COMPLETED
		<ul style="list-style-type: none"> • Reintroduce the Annual Report to demonstrate the value and achievements of scrutiny 	JA/AB	No	COMPLETED
		<ul style="list-style-type: none"> • Ensure it is clear why an item is/is not going to scrutiny 	RW	No	COMPLETED
		<ul style="list-style-type: none"> • Invite views and comments from Scrutiny Members 	ML	No	COMPLETED
		AGREED –			
		(1) That a new report template be introduced with immediate effect			
		(2) That the Annual Report on Scrutiny be reinstated.			
		(3) That the work programme agenda item be moved to the front of the agenda with immediate effect			
		(4) EDN to be updated with an additional column with reasons why an item is/is not going to Scrutiny			
		(5) Invites be sent ahead of each scrutiny meeting seeking views on specific issues as part of a pre-briefing process.			

5	Establish a co-ordinating body with cross-party involvement, such as a scrutiny commission.	<ul style="list-style-type: none"> • Consider how the work of the Scrutiny Committees can be co-ordinated • Look into structure of Scrutiny and the committee carrying out the audit function in similar authorities and report back to next meeting <p>AGREED</p> <p>(1) That a joint meeting of directors and scrutiny chairs be held twice a year to include those related to Audit and Governance</p> <p>(2) That it was not appropriate to have Audit and Governance as a scrutiny function but to co-ordinate as above.</p>	AB/JA	No	COMPLETED
			EW	No	COMPLETED
6	Understanding scrutiny	<ul style="list-style-type: none"> • Articles to be included in blogs and staff bulletins • Centre for Governance and Scrutiny (CfGS) to carry out a survey of all key parties and publish report • Issues addressed in the report to be picked up as part of the training package 	JA/AB	No	ONGOING
			CfGS	No	COMPLETED
			CfGS	No	COMPLETED

ISSUES ADDRESSED IN REPORT BY CfGS AS REFERENCED IN PARAGRAPH 6

a	Need clarity around the process/responsibility for helping scrutiny scope out their objectives at the start of the year, looking at evidence such as CDP, emerging policy issues, horizon scanning etc – decide the objectives/priorities and then build the forward plan from there.	To be picked up by Directors at their joint meetings and briefings which have now been set up following a recommendation from the Working Group – Paragraph 5 above refers	JA/AB	No	COMPLETED
b	Refine the scoping process so that key priority reports are going and develop confidence in deciding what should go and what shouldn't.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
c	Having a clear round up and annual reporting process.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
d	Move work programme to the front of the agenda	Addressed following a recommendation from the Working Group – Paragraph 4 above refers.	ML	No	COMPLETED
e	Prioritise agenda content and have shorter agendas	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
f	Members to take ownership of scrutiny	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED

g	Ensure there is a valid reason for item going to Scrutiny – no items just for noting.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
h	Hold pre-meetings to discuss expected outcomes of each Scrutiny meeting	Addressed following a recommendation from the Working Group – Paragraph 4 above refers.	JA/AB	No	ONGOING
i	Members receive training to address their varied knowledge of processes such as holding to account and call in	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED
j	Improving questioning skills	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED

Abbreviations	
CfGS	Centre for Governance & Scrutiny
EW	Elizabeth Warhurst, Monitoring Officer
JA	James Arnold, Strategic Director
AB	Andy Barton, Strategic Director
ML	Melanie Long, Democratic Services Team Manager
GL	Group Leaders
RW	Rachel Wallace, Democratic Support Officer