

## OVERVIEW AND SCRUTINY

## Proposed Employee Development Programme (2015/16)

Development Type	Content	Date	Time	Target Attendees	Delivery
<b>Scheduled Development :</b>					
1. Employee Introduction to Overview and Scrutiny function.	Summary of Overview and Scrutiny function / roles / responsibilities / legislation / current committee structure & remits / corporate policy approach / call-in.	TBA	1 hr	Senior / Middle Managers Other Employees	In-house (Policy Manager, Policy & Scrutiny Officer, Committee & Scrutiny Co-ordinators).
2. Scrutiny Work Programming ?	Introduction to basics / origins re scrutiny work programming. Covering current issues, previous approaches CBC (including use of Forward Plan). Workshop for improvements / solutions to Work Programming 'process' ?	TBA	2 hr	Senior / Middle Managers	In-house : Policy & Scrutiny Officer
3. Employee Involvement and Support in Scrutiny	<ul style="list-style-type: none"> <li>- Scrutiny reporting to Cabinet and Cabinet &amp; officer role &amp; responsibility to scrutiny.</li> <li>- Access to Information Rights for Scrutiny.</li> <li>- Scrutiny Project Groups.</li> <li>- Scrutiny Ctte Monitoring role.</li> <li>- Call-in.</li> </ul>	TBA	1.5 hr	Senior / Middle Managers	In-house : Policy & Scrutiny Officer / Committee and Scrutiny Co-ordinators / Monitoring Officer / Democratic Services Manager. <b>And/Or</b> External

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					Trainer for part
4. Scrutiny and Effective Challenge	EMC course for scrutiny practitioner members and officers covering scrutiny fundamentals.  (EMC programmed delivery date is Sept 17 <sup>th</sup> . Am currently enquiring re in-house delivery and cost for 2016, TBC)	Preferred dates 2016 TBA	½ day	Ctte and Scrutiny Co-ordinators	EMC commissioned in-house delivery (informal cost estimate £780)
The Adaptable & Effective Scrutiny Officer	Association Democratic Services Officers training for officers supporting scrutiny.	Jan 15	1 day	Ctte and Scrutiny Co-ordinators	ADSO £60 pp + travel cost. <b>COMPLETED</b>
<b>Ongoing Development :</b>					
5. Scrutiny Team Meetings	To provide leadership, support and management for scrutiny support officers and scrutiny service (meetings include learning and development).	¾ weekly	1 ½ hr	Ctte and Scrutiny Co-ordinators.	Policy and Scrutiny Officer
6. Officers Mentor / Action Learning Set	Consider introduction of officer mentors / buddies and/or Officer' Action Learning Set for scrutiny. (Details to be considered).	Proposed 2016 TBA		Ctte and Scrutiny Co-ordinators  Senior and Middle Managers  Other employees.	In-house : Policy & Scrutiny Officer with HR Development Officer
7. East Midlands Councils Scrutiny Network	Attend EMC Scrutiny Network for the region for member and officer learning and development, information sharing /	Quarterly	½ day	Ctte and Scrutiny Co-ordinators (alternate attendance together with	EMC (free provision). Travel cost element.

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	working together opportunities.			Policy and Scrutiny Officer who is currently Network Vice Chair).	
8. CfPS Annual Conference & Development Day	Attendance at Conference Day and/or Development Day. (Usually held in London).	Annual in June	1 or 2 days	Policy and Scrutiny Officer  Ctte and Scrutiny Co-ordinators	CfPS (Conference Day c£239 pp plus travel / Development Day is free plus travel).
9. Routine General Awareness Raising	Email circulars : - CfPS website and guidance (Practice Guides and links to good practice examples). - Work Programmes status and management, Monitoring programme status, and Pre Agendas. - Annual Reports - Intranet Scrutiny Toolkit (CBC adopted guidance, templates etc).	Ongoing	N/A	All CBC Managers	Policy & Scrutiny Officer / Ctte & Scrutiny Co-ordinators.
10. Action Learning Set (East & West Midlands)	Provides opportunity amongst officers supporting and leading on scrutiny to problem share and solve, and opportunity share and discuss.	Quarterly	½ day	Policy and Scrutiny Officer	Member self-facilitated - Free + cost of any travel.
11. One to One Learning & Support	Opportunity for CBC officers to have one to one time to help awareness raising and information on scrutiny function, role and delivery.	As agreed.	½ to 1 hr	CBC managers and officers referred by managers.	Policy and Scrutiny Officer

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<b>Further development :</b>					
10. Project Management	To help project manage Scrutiny Project Groups.			Ctte and Scrutiny Co-ordinators	Internal – Business Transformation Manager
11. Facilitation Skills	To help facilitate Scrutiny Project Groups.			Ctte and Scrutiny Co-ordinators	Internal – Policy Manager
12. Report Writing	To help report writing on behalf of Scrutiny Project Groups / OSC			Ctte and Scrutiny Co-ordinators	External provider (EMC / other) ?
13. Raising the Bar in Scrutiny and Effective Challenge	EMC course for those involved in leading scrutiny (members and officers).	14.10.15	½ day	Policy and Scrutiny Officer	EMC £95 plus any travel.
14. Certificate in Overview and Scrutiny	INLOGOV 3 day course for scrutiny officers (and scrutiny councillors). Certificate can be awarded as accredited Masters module. Covers all aspects of scrutiny.  (The content covered can also be commissioned and tailored for delivery in-house).	4.11.15 (1 <sup>st</sup> day of 3)  (and usually delivered annually)	3 days	Ctte and Scrutiny Co-ordinators	INLOGOV Birmingham University  £500 per person £650 with accreditation.