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The Chair and Members of Overview
and Performance Scrutiny Forum

Dear Councillor,

AGENDA SUPPLEMENT

Please see attached the documents for the agenda item(s) listed below for the meeting of the OVERVIEW AND PERFORMANCE SCRUTINY FORUM to be held on TUESDAY, 8 NOVEMBER 2016, the agenda for which has already been published.

7. Work Programme for the Overview and Performance Scrutiny Forum
(Pages 3 - 12)

5:50 pm

Yours sincerely,

Local Government and Regulatory Law Manager and Monitoring Officer

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Overview & Scrutiny Work Programming

Corporate Cabinet & CMT away-day - 8.11.16

Our Overview & Scrutiny Journey

- CfPS Award 2012 – shortlisted for Innovation
- Corporate Reviews – External 2011 / Internal 2014
- And we've been busy implementing changes ...
 - Building executive / scrutiny relationships
 - Pre-decision scrutiny focus
 - Development – members and officers
 - More robust work programming



Today's discussion :

- Remind ourselves of the O&S work programming process and activities for 2016/17
- Share key messages from work programming evaluation feedback
- Discuss improvement ideas and actions for 2017/18 work programming



Programming process & activities 2016/17:



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- Early consultation with Cabinet Members and SMT/CMT for their best availability;
- Scheduled/planned 2 Work Programme Action Planning Days to take place after Council Plan and Budget approved by Council :
- **Action Planning Day 1 (8.3.16) :**
 - Involved Cabinet, O&S and all backbench members plus SMT/CMT;
 - Received 10 minute Cabinet Member presentations on key plans and priorities from all portfolios;
 - Opportunity for quick questions and clarifications;
 - Everyone worked in small/mixed groups to discuss and agree long list of potential business items for scrutiny, each group agreeing up to 5 items only, and specifying those suitable for Scrutiny Project Group work;
 - Outputs and next steps summarised by O&S Chair

... process & activities 2016/17 – cont'd

- **Action Planning Day 2 (19.4.16) :**
 - Involved O&S and other non-executive members;
 - Worked in small groups to prioritise and score the long list of business items from Action Planning Day 1 - used scoring methodology & specifically agreed top 5 for Scrutiny Project Group work ;
 - Worked in small groups with Gantt charts to timetable the prioritised items into one overarching O&S work programme.
- Final formulation of draft work programme;
- Consultation of draft work programme;
- Reported proposed work programme to OPSF May 2016 for approval/adoption.
- Promoted the approved work programme by intranet and email.

Evaluation feedback & key messages



- **What were the best bits :**

- “Presentations were good”, “Discussions were interesting”;
- “Looking through suggested areas of interest to suggest possible work areas – the discussions within the group, sharing ideas”.
- “Working in groups. Opportunity for scrutiny members, other members, officers and cabinet/assistant members to work together. We need more of this.”
- “Excellent collaborative working”, “Fantastic engagement levels”.
- “Enjoyed working with colleagues you don’t normally get to see”
- “Best learning in 50 years”, “ A really enjoyable and useful event”.

- **What could improve it :**

- “Helpful if more cabinet colleagues could attend”
- “More time!”, “A bit rushed, allow more time for presentation feedback”
- “Tighter more focussed presentations”, “Keeping to time”
- General attendance levels.

Improvement ideas and actions ...

- What do you think worked well ?
- What changes do you think could be made to make it even better for 2017/18 and beyond ?



O&S Management Team thoughts ...

- Better alignment of work programme planning with corporate priorities and budget setting timetables;
- Prioritise the long list - but be strict about the short list (members can't have everything); (.. having the new structure in place should help make a difference);
- More time after work programme planning to formulate and consult before OPSF approval (to consult on final proposal, to ensure timetabling accuracy, to align resources);



O&S Work Programming 2017/18

Your further thoughts ? ...

Next Steps ?

- Consult Overview & Performance Scrutiny Forum

Then ? ...



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