

## Appendix 1 OVERVIEW AND SCRUTINY

### Proposed Member Development Programme (2015/16)

Development Type	Content	Date	Time	Target Attendees	Delivery
<b>Scheduled Development :</b>					
1. Member Induction : Introduction to Overview and Scrutiny	Summary of Overview and Scrutiny function / roles / responsibilities / legislation / current committee structure arrangements in place . Potential developments in pipeline / looking forwards.	June 15	1 hour	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> <li>- Cabinet Member(s) for Overview and Scrutiny Arrangements</li> <li>- All other Members who may be involved with Overview and Scrutiny (ie through Project Groups).</li> </ul>	In-house (Policy Manager, Policy & Scrutiny Officer, Committee & Scrutiny Co-ordinators).  <b>COMPLETED</b>
2. Chairing Skills for Scrutiny Ctte Chairs	Skills for Chairing Statutory Overview and Scrutiny Committees.	June 15	1 Day	Scrutiny Committee Chairs and Vice Chairs	External : INLOGOV (Cost £385 total)  <b>COMPLETED</b>
3. Scrutiny Project Groups (SPGs)	Workshop session on Scrutiny Project Groups. Includes introduction to CBC/Forum SPG adopted guidance / policy and working arrangements. Focus on setting SMART objectives for scrutiny reviews	June 15	1.5 hr	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> </ul> Optional :  <ul style="list-style-type: none"> <li>- All other Members who may be involved with Overview and Scrutiny (ie through Project</li> </ul>	In-house : (Policy & Scrutiny Officer, Committee & Scrutiny Co-ordinators)

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	and evidence gathering.			Groups). - Cabinet Member(s) for Overview and Scrutiny Arrangements - Other Cabinet Members	<b>COMPLETED</b>
4. Scrutiny Work Programming	Introduction to basics / origins re scrutiny work programming and necessity. Covering current issues, previous approaches CBC (including use of Forward Plan). Workshop for improvements / solutions to Work Programming 'process'.	Sept 15	2 hr	- Scrutiny Ctte Members  Optional : - Cabinet Member(s) for Overview and Scrutiny Arrangements - All other Members who may be involved with Overview and Scrutiny (ie through Project Groups). - ( Cabinet Members / officers) ?	In-house : Policy & Scrutiny Officer (Invite SO or Cllr from other LA(s) ?)
5. Scrutiny and the Budget	PSO to discuss content with Chief Finance Officer, Barry Dawson. Should cover general budget setting process, timetable, and opportunities / options for scrutiny involvement and influence. [May need a further session to look at best practice / different approaches by other LAs].	Sept / Oct 15	1.5 hr	- Scrutiny Ctte Members  - All other Members who may be involved with Overview and Scrutiny (ie through Project Groups).	Chief Finance Officer / Policy & Scrutiny Officer
6. Scrutiny and	To include scrutiny's role and	Nov 15	1.5 hr	- Scrutiny Ctte Members	Policy Manager /

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Performance	influence on performance management. Also the relationship with and use of performance statistics and data, triangulated with data from other key sources to inform scrutiny work.			<ul style="list-style-type: none"> <li>- All other Members who may be involved with Scrutiny Project Groups.</li> </ul>	PSO
7. Reporting to Cabinet and Cabinet Role and Responsibilities to Scrutiny. Access to Information Rights for Scrutiny	Briefing session / presentation covering reporting process from SPG through to Cabinet. Covering Cabinet role / responsibility. Covering scrutiny ctte Monitoring role. Covering Access to Information Rights for Scrutiny.	Dec 15	1.5 hr	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> <li>- Cabinet Members</li> </ul> <p>Optional :</p> <ul style="list-style-type: none"> <li>- All other Members who may be involved with leading Scrutiny Project Groups.</li> <li>-</li> </ul>	In-house : Policy & Scrutiny Officer / Committee and Scrutiny Co-ordinators / Monitoring Officer / Democratic Services Manager
8. Call-in	Introduction to CBC adopted call-in procedure. Work through example call-in. Suitable for role play learning / interactive group work.	Jan 16	2 hr	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> </ul> <p>Optional : Other non executive members.</p>	Policy & Scrutiny Officer / Monitoring Officer / Ctte & Scrutiny Co-ordinators
9. Chairing /Leadership Skills for Scrutiny Project Groups	Chairing and leadership skills for members leading SPGs. Could be suitable for role play / workshop method learning. [NB Training will be available on a 1 : 1 basis for Members appointed as SPG Lead	Feb 16	1.5 hr	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members.</li> </ul> <p>Optional :</p> <ul style="list-style-type: none"> <li>- All other Members who may be involved with leading Scrutiny Project Groups.</li> </ul>	<p>Could be linked to Questioning Skills session below TBC</p> <p>Or PSO / MO / Or external Scrutiny Chair</p>

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	Members before this scheduled training. This will be a requirement].				
10. Scrutiny and Effective Challenge	<p>EMC course for scrutiny practitioner members and officers covering scrutiny fundamentals.</p> <p>(EMC programme delivery date is Sept 17<sup>th</sup>. I am currently enquiring re poss in house delivery and cost. If agreed this could be at some time other than sept TBC)</p>	Preferred dates 2016 requested	½ day	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> <li>- All other Members who may be involved with Overview and Scrutiny (ie through Project Groups).</li> <li>- Ctte and Scrutiny Co-ordinators</li> </ul>	EMC commissioned in-house delivery (informal cost estimate £780)
11. Evidence Gathering and Questioning Skills	To include different questioning styles and their effectiveness and preparation for OSC meetings. To include different options for evidence gathering and their potential benefits. May need to be 2 separate sessions. Suitable for role play / workshop method learning.	Preferred dates 2016 requested	½ day	<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members.</li> </ul> <p>Optional :</p> <ul style="list-style-type: none"> <li>- All other non executive Members .</li> </ul>	Possible INLOGOV commissioned. (equiry and cost element TBC)
12. Combined Authorities / Devolution	To raise general awareness, understanding and develop role of scrutiny.	TBA		<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> </ul> <p>Optional :</p> <ul style="list-style-type: none"> <li>- All other Members</li> </ul>	Leader & CEX and/or other external provider.
<b>Ongoing Development :</b>					

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13. Combined Authorities/Devolution	Ongoing preparation and support for Scrutiny Chairs for combined authority/devolution Scrutiny activity.	Ongoing		Scrutiny Chairs	Policy and Scrutiny Officer and Development and Growth Manager
14. Corporate Cabinet/ CMT Away days	Raising awareness of key corporate issues including devolution, budget planning, corporate planning etc.	One per month		Scrutiny Chairs	SLT
15. Member Mentor / Action Learning Set	Set up arrangements for and introduce member mentors / buddies and/or Members' Action Learning Set	Proposed 2016		<ul style="list-style-type: none"> <li>- Scrutiny Ctte Members</li> <li>- All other Members who may be involved with Overview and Scrutiny (ie through Project Groups).</li> </ul>	In-house : Policy & Scrutiny Officer with HR Development Officer
16. East Midlands Region Scrutiny Network	Attendance at EMC facilitated scrutiny network for the region to facilitate member and officer learning and development, and information sharing / working together opportunities.	Quarterly	½ day	Scrutiny Ctte Chairs and/or Vice Chairs as agreed.	EMC (free provision). Travel cost element.
17. CfPS Annual Conference & Development Day	Attendance at 1.Conference Day and/or 2.Development Day. (Usually held in London). Development Day usually free.	Annual in June	1 or 2 days	Scrutiny Ctte Chairs and/or Vice Chairs	CfPS (1. £239 pp + travel, ie upto £150 train fare. 2. Travel cost only).
16. Routine	Email circulars :	Ongoing	N/A	- Scrutiny Ctte Members	Policy & Scrutiny

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General Awareness Raising	<ul style="list-style-type: none"> <li>- CfPS website and guidance (Practice Guides and links to good practice examples).</li> <li>- Work Programmes status and management, Monitoring programme status, and Pre Agendas.</li> <li>- Intranet Scrutiny Toolkit (CBC adopted guidance, templates etc).</li> </ul>			<ul style="list-style-type: none"> <li>- All other Members.</li> <li>- All CBC Managers</li> </ul>	Officer
17.	One to One Learning & Support	Ongoing	TBA	All Members	Policy and Scrutiny Officer
<b>Optional further development :</b>					
18. Scrutiny Project Groups (SPGs) (Session No 2)	Follow up workshop session on Scrutiny Project Groups. Consider CBC/Forum SPG adopted guidance / policy and working arrangements. Members to work through completing a scoping document.	TBC	1.5 hr	As for session No 1.	In-house : (Policy & Scrutiny Officer, Committee & Scrutiny Co-ordinators)
18. Scrutiny and the Budget (Session No 2)	PSO to discuss content with Chief Finance Officer, Barry Dawson. Look at best practice / different approaches by other LAs.	TBC	1.5 hr	As for session No 1	Chief Finance Officer / Policy & Scrutiny Office

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19. Scrutiny role in Councillor Call for Action and Petitions	(To be discussed)	TBC			
20. Scrutiny and Health Improvement	(To be discussed)	TBC			
21. Scrutiny and Commissioning/ procurement/ contract management	(To be discussed)	TBC			
22. Raising the Bar in Scrutiny and Effective Challenge	EMC course (for scrutiny leaders – members and officers)	14 Oct 15	½ day	Councillors (and officers) leading scrutiny.	EMCs, Melton Mowbray. £95 pp.
23. 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	Scrutiny Chairs	INLOGOV Birmingham University  £500 per person £650 with accreditation.
24. Project Management	To be discussed following the Project Management Office review activity.			Scrutiny Ctte Members	Business Transformation Manager
25. Media Skills	Consider the potential to offer the media skills course (currently available to Executive			Scrutiny Ctte Members	Communications and Marketing Manager

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	Members) to Scrutiny members and key officers.				
26. Data and research skills	Consider potential of an in-house short course on accessing data, research and facilitating engagement.	Annually		Scrutiny Ctte Members	Policy Manager
Report Writing	The current report template is currently being revised – they may be an opportunity for joint officer/member training on report writing skills.			Scrutiny Ctte Members	Democratic Services Manager