

REVIEW OF REVISED OVERVIEW AND SCRUTINY ARRANGEMENTS - IMPLEMENTATION PLAN 2013/14

To implement approved recommendations from the report on the Review of Revised Overview and Scrutiny Arrangements agreed by Cabinet on 9 July 2013 and Council on 24 July 2013.

Recommendation 1 : That the new scrutiny link officer role be retained, further developed and promoted.				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Consult Scrutiny Link Officer Group to identify further development / improvements of the Link Officer role. Agree actions and commence promotion.	Scrutiny Officer.	Officer time. No new resource needed.	31.07.13	Action Complete : Scrutiny Link Officer Group consulted. Improvements identified & agreed. Link Officer Role Profile amended 05.08.13 & Link Officers confirmed. Promoted in Borough Bulletin December 13 & with Scrutiny Forum. Promotion pending Members Scrutiny Development Session & Service Managers Breakfast meeting.
Recommendation 2 : That the new scrutiny committee pre-agenda meetings be retained, further developed and promoted.				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Consult Scrutiny Chairs, Vice Chairs, Senior and Service Managers to identify further development / improvement of pre-agenda meetings. Agree actions and commence promotion.	Scrutiny Officer.	Officer time. No new resource needed.	30.09.13	Action Complete : Consulted 01.04.14. Comments received and considered, and actions agreed at Scrutiny Business Meeting on 14.04.14. Agreed actions and improvements pending implementation. Promotion ongoing.

<p>Recommendation 3 : That the Scrutiny Project Group initiation and scoping process be further developed and supported with appropriate guidance and procedures.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
<p>Consult Scrutiny & Executive Members, Senior and Service Managers to identify further development / improvements of Scrutiny Project Group initiation and scoping process, taking survey comments into consideration.</p> <p>Agree timescale for development of required guidance / procedures.</p>	Scrutiny Officer.	Officer time. No new resource needed.	31.08.13	<p>Action Complete Consultation undertaken 01.04.14. Comments received and considered, and actions agreed at Scrutiny Business Meeting held 14 April 14. Agreed actions and improvements pending implementation.</p>
<p>Recommendation 4 : That administrative support for Scrutiny Project Groups be provided by the Committee Services Team or the Business Support Unit, when requested.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
<p>Liaise with Scrutiny Committee Members on anticipated levels of administrative support needed from Business Support Unit.</p> <p>Make arrangements for resources to be available when requested.</p>	<p>Scrutiny Officer</p> <p>Head of Governance Head of Business Transformation.</p>	Administrative Officer time.	31.07.13	<p>Action Complete Survey to gather data compiled and circulated to Members. Completed surveys received / data table finalised / provided to relevant Service Managers and HoS' (Business Transformation) & (Governance) on 23.10.13. Pending implementation of restructure proposals.</p>

<p>Recommendation 5 : That the new constitutional Scrutiny Procedure Rules and informal protocols be retained, further developed as necessary and re-evaluated in a further 12 months.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
<p>1) Consult Scrutiny & Executive Members, Senior and Service Managers to identify further development / improvements of Scrutiny Procedure Rules and informal protocols.</p> <p>2) Agree actions and develop as required.</p> <p>3) Evaluate in 12 months.</p>	Scrutiny Officer	Officer time. No new resource required.	31.08.13 July 2014	<p>Action Complete Consultation undertaken 01.04.14. Comments received and considered, and actions agreed at Scrutiny Business Meeting held 14 April 14. Agreed actions and improvements pending implementation.</p>
<p>Recommendation 6 : That informal meetings between the scrutiny chairs, vice-chairs and cabinet portfolio holders be introduced as required.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Consult Scrutiny and Executive Members on informal meeting expectations and agree purpose.	Scrutiny Officer.	Officer time. No new resource required.	31.07.13	<p>Action Complete Consultation completed and responses received 12.08.13. Draft Terms of Reference (ToR) drawn up and circulated for comments by 06.09.13. ToR agreed at Overview & Performance Scrutiny Forum 26.09.13. Regular meetings now underway.</p>

Recommendation 7 : That ongoing learning and development opportunities continue, and further development and improvement of the overview and scrutiny arrangements over the next 12 months take into consideration the findings of the evaluation survey.				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
1) Consult Members, Senior and Service Managers on further learning and development needs. 2) Agree learning and development plan.	Scrutiny Officer in consultation with Learning & Development Officer.	Officer time. Resources to be ascertained	To be agreed. To be agreed.	Action Complete / Ongoing Consultation by email on 21.11.13 and with Scrutiny Link Officer Group on 09.12.13. Various training identified & delivered – some pending. Creation of scrutiny section on intranet and uploading of adopted protocols and guidance, pending. Also presented at Community Assemblies.
Recommendation 8 : That promotion of Overview and Scrutiny takes place through the Borough Bulletin and Service Team Meetings to further raise the profile, awareness and understanding of the function.				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Promote through Team Meetings and Borough Bulletin	Scrutiny Officer	Officer time. No new resource needed.	Ongoing.	Action Ongoing. Regular CfPS E-newsletters circulated to members & officers. Borough Bulletin entry Dec 13. Team meetings attended (Environment and Regeneration). Promoted at Community Assemblies.
Recommendation 9 : That the Head of Governance provide a further report following evaluation after a further 12 months of operation.				
Evaluate and report findings to Cabinet and Council.	HoG / Scrutiny Officer	Officer time. No new resource needed.	July 2014	Action Complete : Corporate survey undertaken. Report to Scrutiny 19.06.14, Cabinet 08.07.14 & Council 30.07.14.