

**ANNUAL REVIEW OF OVERVIEW AND SCRUTINY ARRANGEMENTS - ACTION PLAN 2014/15**

To implement recommendations from the report on the Annual Review of Overview and Scrutiny Arrangements to be considered by Cabinet on 7 July 2014 and Council on 30 July 2014.

<b>Recommendation / Action 1 :</b> Develop and promote scrutiny link officer role.				
<b>Action</b>	<b>Implementation / responsibility by:</b>	<b>Resources Needed / Available</b>	<b>Target</b>	<b>Achievement / Completed</b>
Consult Scrutiny Link Officer Group to identify further development / improvements of the Link Officer role.  Promote.	Policy and Scrutiny Officer.	Officer time. No new resource needed.	January 2015	
<b>Recommendation / Action 2 :</b> Develop and promote scrutiny committee pre-agenda meetings.				
<b>Action</b>	<b>Implementation / responsibility by:</b>	<b>Resources Needed / Available</b>	<b>Target</b>	<b>Achievement / Completed</b>
Consult with Members and Officers to identify further development / improvement.  Promote.	Policy and Scrutiny Officer.	Officer time. No new resource needed.	October 2014	

<p><b>Recommendation / Action 3 :</b>                  Develop Scrutiny Project Group initiation and scoping process and support with appropriate guidance and procedures.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Consult with Members and Officers to identify further development / improvement.	Policy and Scrutiny Officer.	Officer time. No new resource needed.	November 2014	
<p><b>Recommendation / Action 4 :</b>                  Develop the current constitutional Scrutiny Procedure Rules and informal protocols as necessary.</p>				
Action	Implementation / responsibility by:	Resources Needed / Available	Target	Achievement / Completed
Consult with Members and Officers to identify further development / improvement.	Policy and Scrutiny Officer	Officer time. No new resource required.	December 2014	

<b>Recommendation / Action 5 :</b> Continue learning and development opportunities, and development / improvement of the overview and scrutiny arrangements over the next 12 months take into consideration the findings of the evaluation survey.				
<b>Action</b>	<b>Implementation / responsibility by:</b>	<b>Resources Needed / Available</b>	<b>Target</b>	<b>Achievement / Completed</b>
Consult with Members and Officers to identify further development / learning needs.	Policy and Scrutiny Officer in consultation with Learning & Development Officer.	Officer time.  Resources to be ascertained	Ongoing.	
<b>Recommendation / Action 6 :</b> Promote Overview and Scrutiny including through the Borough Bulletin and Service Team Meetings to continue to raise the profile, awareness and understanding of the function.				
<b>Action</b>	<b>Implementation / responsibility by:</b>	<b>Resources Needed / Available</b>	<b>Target</b>	<b>Achievement / Completed</b>
Promote as necessary.	Policy and Scrutiny Officer	Officer time. No new resource needed.	Ongoing.	
<b>Recommendation / Action 7 :</b> That a further report following evaluation be provided in 12 months.				
Evaluate and report findings to Cabinet and Council in 12 months.	Policy and Scrutiny Officer	Officer time. No new resource needed.	July 2015	