

REPORT 10

Scrutiny Development: Issues and Actions for 2010/2011 Municipal Year

Vision for Scrutiny: Scrutiny's role is to agree high-quality, relevant recommendations, that are supported by the Executive and partners and lead to measurable service improvements and/or tangible benefits for Coventry residents that would not otherwise have been achieved.

The Issue	Possible Action	Lead Members /Officers	Timescale
<p>1. Ensure the work programme for 2010/11 reflects identified priorities - Scrutinising proposals for budget reductions consequent on Government cuts The scale of cuts means that very difficult choices will need to be made and services will need to be delivered differently. Scrutiny can play a valuable role in helping to identify the feasibility of any proposals.</p> <p>- Reviews Focus more effort on reviewing the effectiveness of current Council policies/services</p>	<ul style="list-style-type: none"> To be developed with Chairs Ensure that the work programme incorporates reviews of policies/services to assess effectiveness of implementation 	<ul style="list-style-type: none"> Chairs/ Scrutiny Co-ordinators Chairs/ Scrutiny Co-ordinators 	<ul style="list-style-type: none"> Beginning after the Government's Comprehensive Spending Review (October 2010) By September 2010
<p>2. Planning and Preparing for Scrutiny work/meetings To make the best use of time, proper preparation needs to be carried out. Being clear about the purpose of the piece of work being done and making sure that the right information is prepared is particularly important.</p>	<ul style="list-style-type: none"> Be more rigorous in applying a structured approach for dealing with Scrutiny work streams (a framework for each piece of work that sets out purpose, expected outcomes etc.) Be more rigorous in considering the best methods of addressing issues – formal meetings, time limited groups, site visits, engagement of experts/service users/members of the public, use of public and private meetings etc. 	<ul style="list-style-type: none"> Chairs/ Scrutiny Co-ordinators Chairs/ Scrutiny Co-ordinators 	<ul style="list-style-type: none"> Throughout the year Throughout year
<p>Progress:</p>			

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<p>3. Improving support, training and development to everyone involved in Scrutiny Lots of people from Members, officers, partner organisations and members of the public get involved in Scrutiny. To help make sure that everyone contributes effectively and gets the most out of the experience, we need to provide a range of development and support activities.</p>	<p>Develop Scrutiny Training and Development Plan. To include:</p> <ul style="list-style-type: none"> • Review Scrutiny elements of Member Induction programme • Review input to officer induction • Review input to Democratic Process training in Corporate Training Plan • Review Scrutiny content in Member 1-1's • Offer training to Members in chairing skills and questioning skills 	<ul style="list-style-type: none"> • Head of Performance and Scrutiny • Head of Performance and Scrutiny • Head of Performance and Scrutiny • Head of Performance and Scrutiny • Head of Performance and Scrutiny 	<ul style="list-style-type: none"> • By May 2010 • By May 2011 • By May 2011 • By May 2011 • Throughout the year
Progress:			
<p>4. Encouraging more people to get involved in Scrutiny If Scrutiny is to have a bigger impact on service users and local residents, we need to increase the opportunities for them to engage with the process.</p>	<ul style="list-style-type: none"> • Use information from the Household Survey and other consultation evidence to shape scrutiny work programme and activity • Use information from Member casework, Ward Forums, Neighbourhood Management etc. to shape Scrutiny work • Whenever relevant, invite members of the public/special interest groups to take part in Scrutiny meetings e.g. by giving information and explaining their views and experiences • Involve experts on relevant issues to help inform Scrutiny activity and support decision-making. 	<ul style="list-style-type: none"> • Scrutiny Co-ordinators • Scrutiny Co-ordinators • Chairs/ Scrutiny Co-ordinators • Chairs/ Scrutiny Co-ordinators 	<ul style="list-style-type: none"> • Throughout year • Throughout year • Throughout year • Throughout year
Progress:			

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<p>5. Measure the Effectiveness of Scrutiny To help review how much Scrutiny is achieving its objective and to ensure that it is continuously improving, Scrutiny needs its own evaluation process.</p>	<ul style="list-style-type: none"> Develop mechanisms/criteria for measuring the effectiveness of Scrutiny 	<ul style="list-style-type: none"> Head of Performance and Scrutiny 	<ul style="list-style-type: none"> By May 2011
Progress:			
<p>6. Communication Planning and improving communications about Scrutiny will help address all of the issues identified above.</p>	<ul style="list-style-type: none"> Develop a communications plan for Scrutiny (particularly focussing on good practice and positive outcomes) that targets key stakeholders including Elected Members, officers, partners organisations. The Chair of the Scrutiny Co-ordination Committee to report regularly to full Council on the work of Scrutiny. 	<ul style="list-style-type: none"> Head of Performance and Scrutiny 	<ul style="list-style-type: none"> By May 2011 By December 2010
Progress:			
<p>7. Implementing requirements of recent legislation (LGPIH, Police and Justice Acts, Local Democracy, Economic Development and Construction Bill Make sure arrangements are in place to meet:</p> <ul style="list-style-type: none"> the requirement for Executives to respond to Overview and Scrutiny reports; the provision for individual councillors to place items on the agendas of Overview and Scrutiny Committees ("Councillor Call for Action") The requirement to establish a petitions procedure 	<ul style="list-style-type: none"> Identify and agree process (links with issue 5) Evaluate pilot arrangements approved in April 2009 and decide how to progress further Help to develop a procedure (with Governance Services officers) and then brief Scrutiny Board Members 	<ul style="list-style-type: none"> Head of Performance and Scrutiny Head of Performance and Scrutiny Head of Performance and Scrutiny 	<ul style="list-style-type: none"> By December 2010 Within 3 months of the first call for action being submitted By September 2010
Progress:			

The Issue	Possible Action	Lead Member/Officer	Timescale
8. Call-in Procedure Ensure that the procedure enables the reasons for call-ins to be more explicit.	<ul style="list-style-type: none"> Revise form to require more explicit reasons for calling in a decision 	<ul style="list-style-type: none"> Head of Performance and Scrutiny / Head of Democratic Services 	<ul style="list-style-type: none"> By December 2010
Progress:			
9. Scrutiny of Partners The role of Scrutiny in relation to partner organisations has been extended over recent years and this area of work needs to continue to be effectively developed	<ul style="list-style-type: none"> Ensure that the work programme continues to strengthen scrutiny of partners and how joint working is contributing to the achievement of the shared objectives 	<ul style="list-style-type: none"> Head of Performance and Scrutiny/Scrutiny Co-ordinators 	<ul style="list-style-type: none"> By April 2011
Progress:			