

## Scrutiny Development Plan 2008/9

Abbreviations:

CSMC – Chair, Strategic Monitoring Committee

RB – Robert Blower

TB – Tim Brown

CSC– Sian Clark

TG - Tony Geeson

MH -Martin Heuter

SM Steve Martin

AM – Alan McLaughlin

SR – Sonia Rees

SH – Scrutiny Handbook

	Action to be taken	Lead	By When (end of month)	Outcome/Success Criteria	Progress to date
<b>1</b>	<b>Providing Critical Friend Challenge</b> – to improve: effectiveness of challenge to the Executive; impact on the work of the Executive; challenge to corporate strategy and budget; involvement of external partners in scrutiny; effectiveness of relationship with the Executive and senior management.				
1.1	Cabinet Members to make annual presentation to relevant Scrutiny or Strategic Monitoring Committee presenting future plans, identifying key issues, reviewing past performance, highlighting areas of good practice/success, and summary of scrutiny impact.	CSMC/TB	June/July 08	Presentations made and effective action taken by the executive in response to points made by the Scrutiny Committees, with areas for follow-up or more detailed scrutiny also identified.	
1.2	Informal meetings of SMC to continue to improve the role of Scrutiny.	CSMC/TB	June 06	Six monthly meetings scheduled and proposed improvements put into effect. September/ March)	
1.3	Review use of the Forward Plan in identification of issues for scrutiny.	AM/CSC	July 08	Increased involvement for scrutiny in a proactive role demonstrated by extent to which	

	<b>Action to be taken</b>	<b>Lead</b>	<b>By When (end of month)</b>	<b>Outcome/Success Criteria</b>	<b>Progress to date</b>
				recommendations lead to changes to policies and programmes.	
1.4	Influence further improvement of Integrated Performance and Finance Reports for consideration by SMC and referral to each Scrutiny Committee as required, testing the quality of the reports.	SM	April 09	Integrated Performance report on each relevant SMC agenda. Evidence of (i) whether reports have improved; (ii) the adoption of SMC recommendations by Cabinet; and (iii) the referral of relevant individual items to individual Scrutiny Committees, together with the impact made as a result to improve performance.	
1.5	Provide progress reports on major issues each service area faces, how performance compares with comparable local authorities, what progress is being made, what obstacles there are, and how it is proposed these are to be overcome, with Scrutiny Committees considering whether there are any issues that merit further scrutiny. (see also 4.1)	TG/SM/TB / relevant directors	April 2009	Improvements made as a result of scrutiny.	
1.6	Ensure meaningful involvement in the budget making process in line with the provisions of the Performance Improvement Cycle.	SR/TG/SM	February 2009	Impact of SMC on budget decisions, including recommendations to Cabinet.	
1.7	Hold workshop on how scrutiny can interact	TG/SR	September	Demonstrate	

	<b>Action to be taken</b>	<b>Lead</b>	<b>By When (end of month)</b>	<b>Outcome/Success Criteria</b>	<b>Progress to date</b>
	with corporate and financial planning and integrated performance and finance report processes and consistently and effectively scrutinise them.		2008	improvement in quality and impact of scrutiny. e.g.adoption of scrutiny recommendations. .	
1.8	SMC to oversee all Scrutiny Committee work plans to monitor levels of consideration being given to corporate priorities and major risks. Annual Review and update to take place. Updates in-year to be reported to SMC as they occur. Explore varied approach to scrutiny, light touch and one-off challenges. (see also 3.5)	CSMC/TB	Quarterly	Standing item to SMC. Improvements to quality of work programmes and use of range of approaches.	
<b>2.</b>	<b>Reflecting the voice and concerns of the public and its communities</b> – to improve: how the work of scrutiny is informed by the public; how scrutiny makes itself accessible to the public; how scrutiny communicates internally and externally;				
2.1	Seek views from the public and partners including Town and Parish Councils and citizen's panel on what should be scrutinised. Supplement this with an annual work plan event.	MH/RB	March 2009	Event held. . No of possible topics identified/progressed – and the impact these have on policies and programmes.	
2.2	Develop a communications strategy for scrutiny (to include protocols and guidelines to ensure a consistent approach in publicising the activities and outcomes of Scrutiny, improved/updated Scrutiny Web presence, improved media coverage, include-section in Herefordshire matters, press releases prepared at beginning and	RB/TB	December 08	Strategy in place and operating effectively. Item in Herefordshire Matters and response to that. Number of Reviews publicised. Positive media coverage	

	<b>Action to be taken</b>	<b>Lead</b>	<b>By When (end of month)</b>	<b>Outcome/Success Criteria</b>	<b>Progress to date</b>
	end of scrutiny reviews including when final report is presented to Committee (include photographs of Chairman/Review Group Members).			of the impact of reviews.	
2.3	Produce and publicise Scrutiny Annual Report	TB/RB	July 2008	Report published and publicised – circulated to all Members. Positive media coverage.	
<b>3.</b>	<b>Take the lead and own the scrutiny process</b> – to improve: the political impartiality of scrutiny; scrutiny ownership of its own work programme; scrutiny members' views that they have a worthwhile and fulfilling role; the development of a constructive working partnership with officers including support arrangements for scrutiny				
3.1	Produce revised Scrutiny Handbook with clear guidelines and protocols on the scrutiny processes.	TB	September 08	Handbook produced, disseminated and guidance consistently adhered to.	
3.2	Hold enquiry visits for scrutiny members to Staffordshire, Warwickshire and Cardiff.	AM/TG/TB	October 2008	Visits held by October 2008, outcome documented and learning shared with members and Officers and improvements made.	
3.3	Undertake survey of Scrutiny Members to establish satisfaction with the scrutiny process to date, and to establish Member enthusiasms/ideas for future work programmes.	SM	May 2009	Survey undertaken, findings reflected in scrutiny development programme and implemented successfully.	

	<b>Action to be taken</b>	<b>Lead</b>	<b>By When (end of month)</b>	<b>Outcome/Success Criteria</b>	<b>Progress to date</b>
3.4	A survey of officers also to be conducted.	SM	April – May 2009	Survey undertaken, findings reflected in scrutiny development programme and implemented successfully.	
3.5	SMC to continue to co-ordinate annual work programmes of all scrutiny committees, and review quarterly.(See also 1.8 above	TB	Quarterly	Standing item on SMC agenda.	
		SM			
3.6	Investigate appropriate training/development courses.(eg Inlogov).  Establish Worcestershire CC's training programme for Members and Officers in Scrutiny.	CSC/TB  TB	September 2009  July 09	Revised training and development programme in place and implemented, with evidence of its positive impact on the effectiveness of scrutiny.	
3.7	Include Scrutiny in induction programme for managers.	Human Resources	August 2008	Included in programme and improved understanding demonstrated, e.g. through improved satisfaction of scrutiny members with the quality of reports and discussion.	
3.8	Scrutiny Task Group Chairs to present	AM/CSC/TB	April 2009	Number of reports	

	<b>Action to be taken</b>	<b>Lead</b>	<b>By When (end of month)</b>	<b>Outcome/Success Criteria</b>	<b>Progress to date</b>
	reports in person to Cabinet or Full Council.			presented and appropriate action being taken by Cabinet / Council .	
<b>4.</b>	<b>Make an impact on service delivery</b> – to improve: how the scrutiny workload is co-ordinated and integrated in to corporate processes; the evidence available to show that scrutiny has contributed to improvement; how well information required by scrutiny is managed.				
4.1	Scrutiny Chairs to agree a revised work programme focussing on priority areas for improvement, taking account of views of other Scrutiny Committee Members, Cabinet Members and Directors, and views of the public and other partners(see 1.5 and 2.1 above).	CSMC/TB	September 2008	Programmes strengthened and outcomes documented in Annual Report	
4.2	Ensure Committee's requirements regarding quality of reports are being met.	CSMC	April 2009	Members satisfied with the quality of reports.	