

STATEMENT OF INTENT - THE SCRUTINY MANAGEMENT BOARD (SMB)

This is a document to set out the role and approach of the SMB. The terms of reference for the SMB are contained within Part 3, Section 4 of the [constitution](#). This is a working document and may require changes throughout the year.

The purpose of the SMB is to provide strategic management, direction and coordination of Herefordshire Council's scrutiny committees. This will enable all scrutiny committees to provide effective constructive critical friend challenge to drive improvement in public services and to be an effective vehicle for non-executive members to contribute to policy development.

Key Role	22/23 OBJECTIVES
1. Work closely with the statutory scrutiny officer to maintain an effective scrutiny process and to drive continuous improvement	a) Oversee and drive improvements the process of scrutiny at Herefordshire Council including, communication, workloads and timing, development of work programmes, effectiveness of meetings, mechanisms for cabinet to provide an Executive Response to scrutiny recommendations and in the monitoring of their implementation b) Tracking of the implementation and effectiveness of the Rethinking Governance Working Group recommendations in relation to scrutiny c) To consider scrutiny member training and development requirements
2. Oversee and coordinate the work of all scrutiny committees	a) Agree the Annual Scrutiny Work Programme, that being the combined work programmes of the scrutiny committees b) Where a matter falls within the remit of one or more scrutiny committees, decide which committee will consider it and whether a working group such as a spotlight, task and finish or standing panel review is appropriate c) To ensure that there is an efficient use of committees' time and the potential that duplication of effort is minimised
3. Overseeing communications to members and public in relation to scrutiny matters	a) manage relationships between scrutiny committees, the Executive, working groups and the general public b) oversee process of communication with significant partners, expert witnesses and other members of the public

Key Role	22/23 OBJECTIVES
4. To undertake the scrutiny role in relation to areas with a strategic and cross cutting nature	a) To undertake cross cutting scrutiny in relation to matters such as finance and treasury, people and performance, Corporate Support including legal and information technology, and communications b) To agree recommendations to the Executive and to monitor progress c) To scrutinise strategic partners where appropriate such as Hoople Limited d) To undertake statutory legislative duties relevant to the area of scrutiny
5. To co-ordinate an annual review of the effectiveness of the scrutiny function	a) Receiving reporting and monitoring from the Statutory Scrutiny Officer on effectiveness of all 5 scrutiny committees b) Oversee the process of reporting recommendations and tracking the executive response and impact of associated actions

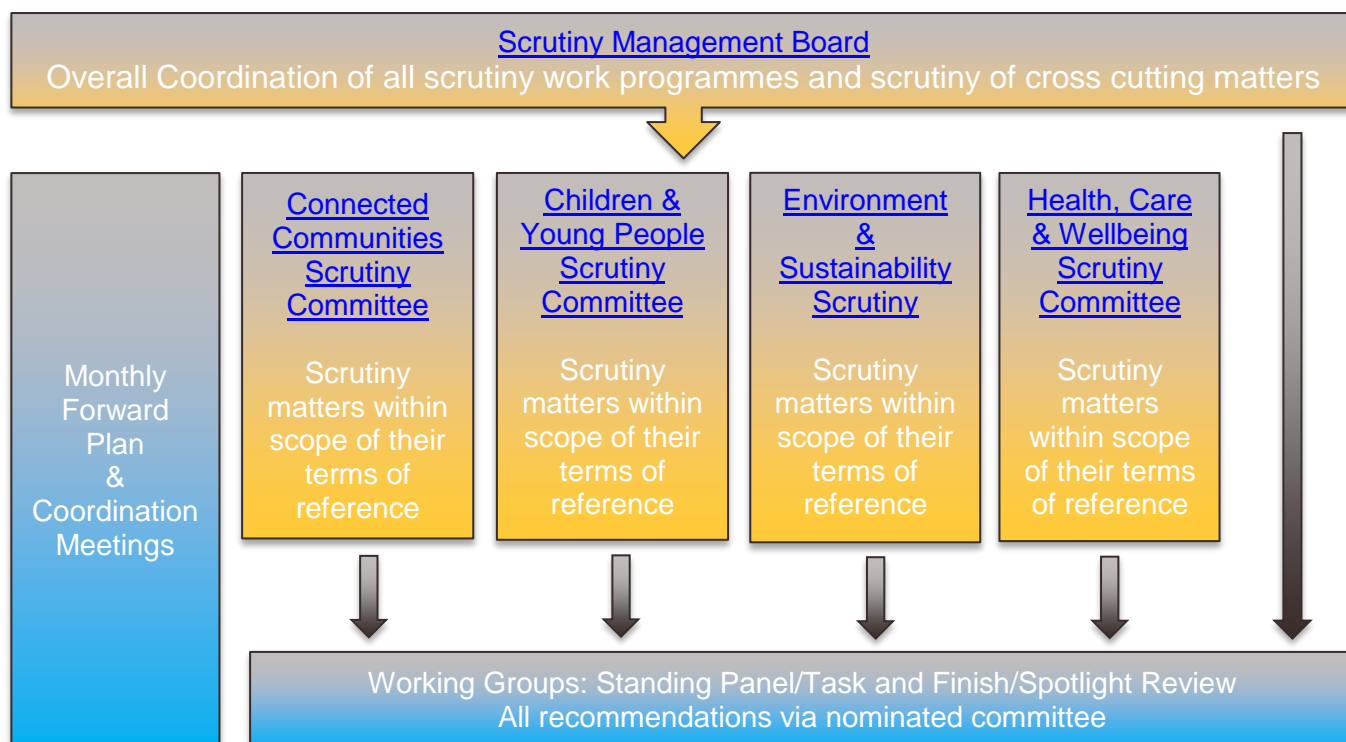
THE SCRUTINY MANAGEMENT BOARD COMPRISES

- I. The Chairperson of the SMB – [Cllr Christy Bolderson](#)
- II. The Vice-Chairperson of the SMB – [Cllr Yolande Watson](#)
- III. [Cllr Louise Stark](#), the Chairperson of the Environment & Sustainability Scrutiny Committee;
- IV. [Cllr Jonathan Lester](#), the Chairperson of the Connected Communities Scrutiny Committee;
- V. [Cllr Phillip Howells](#) the Chairperson of the Children & Young People Scrutiny Committee;
- VI. [Cllr Elissa Swinglehurst](#), the Chairperson of the Health, Care & Wellbeing Scrutiny Committee
- VII. [Cllr Graham Andrews](#) (Independents for Herefordshire)
- VIII. [Cllr Toni Fagan](#) (Green Party)
- IX. [Cllr Graham Jones](#) (True Independents)
- X. [Cllr Felicity Norman](#) (Green Party)
- XI. [Cllr David Summers](#) (Independents for Herefordshire)
- XII. [Cllr William Wilding](#) (Independents for Herefordshire)

MEETINGS OF THE SCRUTINY MANAGEMENT BOARD

The Scrutiny Management Board shall meet on a quarterly basis. It shall be open to the public. Members of the Executive, directors and officers will attend the Scrutiny Management Board when requested.

SCRUTINY STRUCTURE



Development and Training

Every Member of the Scrutiny Management Board will be provided, where appropriate, with development and training in the areas that include but are not limited to:

- Overview and Scrutiny
- Role of chair/vice chair
- Performance Management Systems
- Partnership working
- Budget and finance
- The Corporate Plan