

**AGENDA MANAGEMENT SHEET**

**Name of Committee** Overview And Scrutiny Co-ordinating Group

**Date of Committee** 17 January 2007

**Report Title** Implementing the Outcomes of the Scrutiny Review

**Summary** Attached to this report is a draft implementation plan for taking forward the decisions made by Council on 31 October

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**Would the recommended decision be contrary to the Budget and Policy Framework?** No.

**Background papers**

**CONSULTATION ALREADY UNDERTAKEN:-**

Details to be specified

- Other Committees  .....
- Local Member(s)  N/A
- Other Elected Members  Cllr Ken Browne
- Cabinet Member  Cllr Bob Stevens
- Chief Executive  Jim Graham
- Legal  Sarah Duxbury
- Finance  .....
- Other Chief Officers  David Carter
- District Councils  .....
- Health Authority  .....
- Police  .....
- Other Bodies/Individuals  .....

**FINAL DECISION YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

Further consideration by this Committee  .....

To Council  .....

To Cabinet  .....

To an O & S Committee  .....

To an Area Committee  .....

Further Consultation  .....

## Agenda No

# Overview And Scrutiny Co-ordinating Group - 17 January 2007.

## Implementing the Outcomes of the Scrutiny Review

### Report of the Strategic Director of Performance and Development

#### Recommendation

That the Group approves the draft implementation plan.

#### Introduction

1. The Council on 31 October 2006 made the following recommendations
  - (1) That, wherever possible, joint scrutiny arrangements with partner agencies should be undertaken and each overview and scrutiny committee should consider these opportunities on a regular basis as part of the development of its work programme.
  - (2) That each overview and scrutiny committee should include within its work programme monitoring progress on the outcomes of the relevant Local Area Agreement block(s) and the Overview and Scrutiny Co-ordinating Group should maintain an overview of this work.
  - (3) That there should be a joint scrutiny arrangement with partners to review the overall progress of the Local Area Agreement and partnership working generally.
  - (4) That the chair of each overview and scrutiny committee should meet the relevant portfolio holder(s) at least quarterly to discuss:
    - areas where the committee could help the Council achieve its overall objectives.
    - areas about which the committee has concerns or suggestions for improvement.
  - (5) That some form of community meeting be held in each locality every year to identify, amongst other things issues, where the community has concerns which should be pursued by overview and scrutiny committees.

- (6) That the basis for the localities to be used for community meetings should be explored further but, at the very least, one local scrutiny exercise will be undertaken in each of the five area committee areas by 30 June 2007.
- (7) That the contribution that area committees themselves can make to the scrutiny process be the subject of further exploration by members.
- (8) That each overview and scrutiny committee should increase its use of the following:
  - select committee style
  - small working groups of members on a task and finish basis.
  - site visits
  - visits to other authorities

This should be done by members proactively managing the work programme and identifying areas of work to be pursued in these ways.

- (9) That partners, service users and members of the community play a larger role in overview and scrutiny by ensuring that their potential contribution receives specific consideration as part of each scrutiny exercise and that they are also encouraged to contribute in ways which help them to do so.
- (10) That the role of overview and scrutiny committees in performance management should focus on in-depth reviews using the data from the Council's performance management system and identifying issues arising from exception reports.
- (11) That a suite of initiatives be developed to promote and publicise the work of overview and scrutiny committees.
- (12) That within the overall member development framework, there should be opportunities for members to develop their collective and individual skills in a practical way, with a recognition that listening and constructive questioning skills are essential to fulfil the potential of scrutiny.
- (14) That each overview and scrutiny committee should produce an annual report to the Council.
- (15) That each overview and scrutiny committee should monitor the progress on actions arising from its recommendations.

## Progress So Far

2. The following actions have been taken since the Council meeting
  - Formats agreed for overview and scrutiny review reports and the first review report published in the new format
  - A tracking system for OSC Recommendations has been put in place
  - A draft programme for OSC reports to Council has been put forward and new formats are being developed
  - New performance management arrangements are being put in place and presentations of the new performance information system have been made to all political groups
  - Training sessions for members of overview and scrutiny committees and committee chairs have been arranged for January 2007
  - Training programme for officers is being developed for roll out in the new year
  - Individual assessments of member training needs are being carried out
  - Overview and Scrutiny Committees are taking a more critical look at their work programmes and developing longer-term programmes.
  - Draft set of criteria for selecting overview and scrutiny topics have been drafted
  - A number of small working groups/panels have been set up to look at specific issues in more depth
  
3. The role of scrutiny in the context of the LAA and the existing scrutiny arrangements across the county is still under consideration by the Task and Finish Group. Further work is also ongoing to ensure that the roles of performance management and scrutiny fit together and are clear. However the following points have emerged in discussions on the issue of scrutiny.
  - Joint scrutiny arrangements may be appropriate – however they will only be considered where they add value to the delivery of the LAA and provide added public benefit.
  - Joint scrutiny exercises should focus on issues of common concern and wider community interests
  - A joint panel (possibly meeting once or twice a year) would be the appropriate forum for agreeing areas/issues for joint scrutiny
  - Where joint scrutiny arrangements are developed to examine the impact of the LAA and the LAA outcomes, practical arrangements should be made to avoid duplication and to synchronise the activities of individual partner agencies in a way that has not previously been necessary.
  - There should be an agreement between partners that individual scrutiny bodies will not scrutinise any issue already considered or being considered by the proposed joint scrutiny arrangements
  - Joint scrutiny panels should be able to send reports back to individual partner agencies with recommendations for change/improvement where necessary
  
4. Discussions over 'localities' are still taking place and it is hoped that there will be some proposals for discussion by Area Committees in March 2007.

5. The local Area Agreement is on target and has been submitted to Government Office. Elsewhere on this agenda is a report identifying the LAA outcomes relevant to the remits of the particular committees.

### **Draft Implementation Plan**

6. Attached as an appendix to this report is a draft implementation plan for members to consider.

DAVID CARTER  
Strategic Director of  
Performance and  
Development

Shire Hall  
Warwick

22 December 2006

## Implementation Plan – Scrutiny Review - Draft

Issue	Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec
<b>Developing the work programme</b>												
Core programme	OSC Core Work programme agreed					Core issues scheduled into appropriate OSC committee work programmes						
Criteria for choosing reviews	Criteria agreed			Implementation of agreed criteria								
LAA Governance	Arrangements agreed			Implementation of agreed arrangements								
LAA Joint OSC bodies	Membership of bodies agreed					Implementation of agreed monitoring arrangements						
LAA outcomes	Incorporation into WCC OSC work programmes			Implementation of agreed monitoring arrangements								
Joint scrutiny topics	Agreeing arrangements for consultation			Implementation of agreed arrangements								
Joint Scrutiny reviews	Each OSC to identify appropriate topics as part of their ongoing review of their work programmes											
<b>Developing Local Area Scrutiny</b>												
Defining localities	Agreeing the localities in Warwickshire			Agreeing the form and programme for community meetings			Implementation					
Local Area Scrutiny Reviews	Consultation on topics			Setting up 5 specific reviews			Reporting back on the 5 specific reviews					
Role of Area Committees and Scrutiny	Member discussions						Formalising the arrangements					

## Implementation Plan – Scrutiny Review - Draft

Issue	Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec
<b>Performance Monitoring</b>												
Performance Management System	Member - officer training		<b>Ongoing use of new system to support reviews</b>									
Standard Performance Reporting	Agreement over standard performance reports		<b>Implement agreed arrangements</b>									
Development of performance management system for overview and scrutiny	Framework agreed			<b>Implementation</b>								
<b>Member Development</b>												
Analysis of individual needs	Member interviews											
Developing the programme	Developing the programme			<b>Implementation</b>								
<b>Raising the profile</b>												
Annual reports to Council –schedule and reformatting	For agree ment	<b>Implementation of rolling programme</b>										
Standard formats for overview and scrutiny reviews -agreed	<b>Implementation ongoing</b>											
Leaflets for Managers, Members, Partners and Public.	Leaflets Produced and printed											
Training for Officers	Programme developed		<b>Implementation</b>									
Submissions of completed reviews to CfPS	<b>Ongoing implementation</b>											
Improvements to Website	Agreeing changes		<b>Ongoing implementation</b>									
Articles in Council publications	<b>Ongoing implementation</b>											