

**AGENDA MANAGEMENT SHEET**

**Name of Committee** Overview and Scrutiny Coordinating Group

**Date of Committee** 1st October 2008

**Report Title** Overview and Scrutiny Strategy Action Plan - 6 month update

**Summary** This report provides the Overview and Scrutiny Coordinating Group with an update on the progress made against the Overview and Scrutiny Strategy Action Plan.

**For further information please contact:** Michelle McHugh  
Interim Overview and Scrutiny Manager  
Tel: 01926 412144  
michellemchugh@warwickshire.gov.uk

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

**Background papers** None

**CONSULTATION ALREADY UNDERTAKEN:-** Details to be specified

- Other Committees  .....
- Local Member(s)  N/A
- Other Elected Members  Cllr Grant
- Cabinet Member  .....
- Chief Executive  Jim Graham
- Legal  Jane Pollard
- Finance  .....
- Other Strategic Directors  David Carter - Strategic Director for Performance and Development
- District Councils  .....
- Health Authority  .....

Police  .....

Other Bodies/Individuals  .....

**FINAL DECISION NO**

**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  .....

**Overview And Scrutiny Coordinating Group - 1st October 2008.**

**Overview and Scrutiny Strategy Action Plan - 6 month update**

**Report of the Strategic Director for Performance and Development**

**Recommendation**

That the Group consider and comment on the progress made against the Overview and Scrutiny Strategy Action Plan over the last 6 months

**1. Background**

1.1 At its meeting on 30<sup>th</sup> January 2008 the Group agreed the Overview and Scrutiny Strategy for 2008-2013. Following this the Group agreed the action plan to take forward the Strategy at its meeting on 30<sup>th</sup> April 2008. A copy of the Overview and Scrutiny Strategy Action Plan is attached as Appendix A. This report provides the Group with a summary of the progress made against the action plan over the last six months.

**2. Summary of progress made over last 6 months**

2.1 The Group agreed a Core Work Programme for 2008/09 at its meeting on 30<sup>th</sup> April 2008. Further to this, the Core Work Programme was endorsed by Council at its meeting on 24<sup>th</sup> June 2008. Work is now on-going to ensure the Core Work Programme is implemented.

2.2 Following on from the experience of the Area Based Grant Scrutiny Panel, Cllr Grant and Booth have worked with the Overview and Scrutiny Manager to develop draft proposals for future Joint Scrutiny of the LAA. These proposals were presented to the Public Service Board at its meeting in September. A further report on this agenda advises the Group of the recommendation made to the Public Service Board and the views of the Public Service Board regarding future arrangements for the scrutiny of the LAA.

2.3 At its meeting on 9<sup>th</sup> September 2008, Council resolved to establish a working group to review the constitutional change arising from the Local Government and Public Involvement in Health Act 2007. Part of the remit of this group will

be to consider how the Councillor Call for Action can be implemented in Warwickshire.

- 2.4 Following the completion of Warwick, North Warwickshire and Stratford Local Area Scrutiny Reviews, the Overview and Scrutiny Team is now in a position to evaluate the lessons learnt from the pilots, in order to feed into the development of protocols for local area scrutiny based on the new locality arrangements. It is anticipated that a report will be presented to the Group at its meeting in January outlining options for progressing this agenda.
- 2.5 A draft leaflet style “outcomes” report, to publicise the impact and outcomes of scrutiny reviews, is currently being developed and will be presented to the Group at its meeting in November.
- 2.6 Protocols for the new LINKs and the role/ relationships with relevant OSC’s are currently being developed and will be presented to the Group at its meeting in November.
- 2.7 The Member Development Steering Group is currently developing generic role descriptions outlining key responsibilities and skills for all Chairs. The steering group is also designing a member development programme for implementation after the 2009 elections. A specific element of the member development programme will relate to developing relevant skills of active participation in scrutiny – eg. chairing skills, effective questioning, developing an effective work-programme. In the meantime, training courses are being matched against individual member’s personal development plans.

DAVID CARTER  
Strategic Director for  
Performance and  
Development

Shire Hall  
Warwick

3 September 2008

Appendix A - Approved Overview and Scrutiny Action Plan 2008-09

Issue	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<b>Developing and supporting the work programme</b>												
Core programme consulted on and agreed by Council	13 <sup>th</sup> 2008	May	<b>Core issues scheduled into appropriate OSC committee work programmes</b>									
Work programme for committees reflects the agreed criteria for the selection of topics	<b>Implementation of agreed criteria</b>											
Mapping the key partnerships relating to each Overview and Scrutiny Committee	Mapping undertaken				Identification of any specific partnership reviews to be undertaken				<b>Implementation</b>			
Developing effective arrangements for joint/partnership scrutiny	Proposals made for agreement						<b>Implementation</b>					
Develop protocols between the County and Districts for the Scrutiny of CDRP's	Proposals made for agreement								<b>Implementation</b>			
Review of the scrutiny toolkit	Review toolkit and consider how best to make available via intranet and/or website									<b>Implement</b>		
<b>Critical Friend Challenge to policy makers and decision-makers</b>												
Develop a programme of visits/video-conferences etc with other authorities to identify best practice	Development of initial programme				<b>Implementation and updating of programme as opportunities arise</b>							
Develop protocols for the new councillor call for action	Draft protocol			Protocols agreed via Council			<b>Implementation</b>					
Developing the skills of members to be effective participants through the member development programme	Identification of any specific training programmes for overview and scrutiny members				<b>Putting agreed training programme in place</b>							
Development of role descriptions/job descriptions for OSC Chairs	Proposals for agreement				<b>Implementation</b>							

Appendix A - Approved Overview and Scrutiny Action Plan 2008-09

Issue	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<b>Engaging with the community</b>												
Develop protocols between the new LINKs and the relevant OSCs to support their new role/relationships	Development of protocols and 'events' meetings to start building robust relationships							<b>Review of progress</b>				
Develop protocols for local area scrutiny based on the new locality arrangements	Develop proposals for agreement							<b>Implementation</b>				
Develop media plans to publicise the work of each committee	Develop plans				<b>Implementation</b>							
<b>Driving improvement in public services</b>												
Quarterly monitoring of Council and LAA performance	<b>Ongoing implementation</b>											
Developing effective arrangements for LAA scrutiny	Agreeing proposals					<b>Implementation</b>						
Review the arrangements for tracking the outcomes of review recommendations	<b>Ongoing implementation</b>					Review effectiveness of arrangements and make proposals for improvements						
Sharing best practice from O&S reviews with relevant services	<b>Ongoing implementation</b>											
<b>Adding Value and Demonstrating Effectiveness</b>												
Annual reports to Council in accordance with timetable	<b>Implementation of rolling programme</b>											
Implementation of O&S Performance Management framework	<b>Ongoing implementation</b>					Review effectiveness and make nay proposals for improvements						
Developing proposals for 'Outcomes' reports	Make proposals for agreement				<b>Implementation</b>							
Develop a refresher programme for officers/partners about overview and scrutiny	Programme developed				<b>Implementation</b>							