

Council approved the following 20 recommendations (with one amendment);

- (i) A limit of no more than 4 items be placed on scrutiny committee agendas.
- (ii) There be a limit placed on the number of special scrutiny meetings held per scrutiny committee, of two additional meetings per annum, with priority for MTFP.
- (iii) Cabinet and scrutiny committee forward work programmes include a brief narrative on key issues to be covered in the reports.
- (iv) Scrutiny committees discuss their forward work programmes at each meeting and confirm the 4 items to be discussed at the following meeting. The Chair of the relevant committee will decide whether any additional items are to be added to the agenda if presented urgently before the next meeting, subject to the limit of 4 items per agenda and acknowledging a special meeting can be arranged if necessary.
- (v) Scrutiny Leadership Group recommend whether referrals of individual Ombudsman reports from Standards Committee should be referred to scrutiny committee (and if so which committee) or Audit Committee.
- (vi) A list of stakeholders and external witnesses be developed for each scrutiny committee (maintained and agreed by Scrutiny Leadership Group). These can be called upon for specific agenda items to give evidence.
- (vii) An expert witness protocol be developed to ensure that witnesses are fully briefed and, in accordance with good practice, to ensure that evidence provided to the scrutiny committee is balanced and fair.
- (viii) Information items be removed from scrutiny committee agendas and instead be placed on the Members Portal in consultation with Democratic Services Committee.
- (ix) A prioritisation matrix be developed for requests for reports from Members and the public.
- (x) Comments from the workshops about report content be fed back to the relevant Directors. The quality of reports will be reviewed and monitored by Scrutiny Leadership Group for 6 months from the implementation of the new arrangements.
- (xi) A protocol be developed for task and finish groups and agreed by Democratic Services Committee, with a limit of two task and finish groups to run at a time, to ensure that the burden on limited resources is managed appropriately.

- (xii) The members training programme be further developed to incorporate relevant comments from the workshops including developing cabinet members role and be monitored by the Democratic Services Committee and Cabinet Member with responsibility for HR, Governance and Business.
- (xiii) That guidance on the format and content of the Cabinet Members written statement be developed. A new protocol will be developed to provide that the statement is shared ahead of the relevant meeting with scrutiny committee members and placed on the Members Portal, in advance of the scrutiny meeting. The protocol will give advice on the type of information to be included in the statement.
- (xiv) Good practice for pre-meetings be shared amongst Scrutiny Leadership Group including peer observations.
- (xv) The possibility of joint scrutiny committees be explored and the minutes of joint committees and other information about relevant outside bodies be published on the Members Portal.
- (xvi) A dedicated performance management meeting be held for each scrutiny committee once per annum.
- (xvii) The protocol for External Audit, Inspection and Regulatory Bodies interface with scrutiny be presented to Council for consideration and adoption once it is completed.
- (xxiii) The terms of reference and membership of the Scrutiny Leadership Group be reviewed to take into account any changes required as a result of the scrutiny review.
- (xix) A self-evaluation of scrutiny arrangements be carried out within 12 months of changes being agreed.
- (xx) The Monitoring Officer be authorised to amend the constitution in line with the above recommendations.

These can be grouped under the following headings;

- Forward Work Programmes and Agendas (i), (iii), (ix)
- Information (viii), (xv)
- Reports (x)
- Task and Finish Groups (xi)
- Cabinet Member and Scrutiny roles and training (xii), (xiii)
- Meeting Organisation and Scrutiny Chairs (ii), (iv)
- Scrutiny Leadership Group and Witnesses (v), (vi), (vii), (xiv), (xxiii)
- Performance Management (xvi)
- External scrutiny and AIRs (xvii)

- Self Evaluation (xix)
- Constitution (xx)

It is vitally important for implementation that these recommendations are implemented gradually and in a sensible order because they impact on each other, for example until the FWP and prioritisation are embedded, the limit of 4 agenda items may prove difficult. The following timeline has been developed;

October 2015

- Discussions of implementation plan at CMT (including giving feedback on report content) and with Scrutiny Leadership Group
- Initial meeting with IT to arrange Members focus group to work on information items
- Initial meeting with Performance Management to discuss timing of meetings and transition from current process (date for this to commence will be added below)

November 2015

- Discussions of implementation plan with Cabinet Member and Democratic Services Committee.
- Minutes of joint committees and other relevant bodies to be placed on the website (following discussion about how to inform members about this as part of the IT focus group meetings)
- Members of Scrutiny Committees to receive initial information about prioritisation and key decisions in their refresher training sessions
- Scrutiny Manager to attend SMT for each directorate to discuss narratives in Cabinet FWP
- Initial meeting with Monitoring Officer and Corporate solicitor to discuss changes to constitution
- Meeting with Communications and Engagement Team to discuss development of external witness & stakeholder list both internally and externally

December 2015

- FWP template to be amended.
- Prioritisation matrix to be developed.
- Cabinet Members protocol for written reports to be developed.

January 2016

- Training to be given on Cabinet Members protocol and detailed Cabinet FWP.
- Requests for reports procedure to be developed – linked to prioritisation matrix

- Co-opted Members appointments process to be developed.
- Further update to Scrutiny Leadership Group on implementation plan, including discussions about FWP discussions and good practice at meetings, discussion of co-opted members role and appointments
- New processes for information items to be on Members' Portal (or other methods as suggested by focus group) to be commenced

February 2016

- Task and Finish group protocol to be developed.
- Scrutiny Committees to begin discussing FWPs at each meeting.
- Cabinet Members protocol to commence at Scrutiny Meetings.
- Amended terms of reference for Scrutiny Leadership Group to be developed.

March 2016

- Democratic Services to discuss training requirements and programme as a result of changes
- List of stakeholders and external witnesses to be developed and consulted on internally and externally and with Scrutiny Leadership Group

April 2016

- Protocol for expert witnesses to be developed.
- Agenda items limit of no more than 4 meetings to be applied.
- Protocol for AIRs bodies to be considered and adapted if necessary.
- List of stakeholders and external witnesses to be discussed by Scrutiny Leadership Group
- Scrutiny Leadership Group to discuss their new terms of reference and good practice in relation to new processes.
- Scrutiny Leadership to review report content and quality of reports.

May 2016

- Training to be given on new processes before all Scrutiny meetings in their scheduled training sessions and communicated both internally and externally
- Constitution amendments to be agreed at AGM, for any changes required that are not explicit in the original recommendations.

August/Sept/October 2016

- Self-evaluation process to be undertaken including peer observations of scrutiny committees.