



SCRUTINY LEADERSHIP GROUP – 10TH MAY 2016

SUBJECT: SCRUTINY REVIEW DRAFT PROTOCOLS

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 For Scrutiny Leadership Group to consider and comment on the draft protocols in respect of forward work programmes and requests for reports from Members and the Public.

2. SUMMARY

- 2.1 This attached protocols outline the process for consideration by scrutiny committees of their forward work programmes and requests for reports, in order to implement the changes agreed by Council in October 2015 under the Scrutiny Review. Scrutiny Leadership Group is asked to comment on the draft protocols.

3. LINKS TO STRATEGY

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

4. THE REPORT

- 4.1 The recommendations of the Scrutiny Review were agreed by full Council on the 5th October 2015. The following recommendations were endorsed:
- That a limit of no more than 4 items is placed scrutiny agendas.
 - That there is a limit placed on the number of special scrutiny meetings held per scrutiny committee, of two additional meetings per annum, with priority for MTFP.
 - Cabinet and scrutiny forward work programmes to include brief narrative on key issues to be covered in the Reports.
 - Scrutiny committees will discuss their forward work programmes at each meeting.
 - A prioritisation matrix is developed for requests for reports from Members and the public.
 - That guidance on the format and content of the Cabinet Members' written statement is developed. A new protocol developed to provide that the statement is in writing and 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.
- 4.2 The appendices attached to this report outline the process to be followed for forward work programmes (appendix 1) and requests for reports (appendix 2). Scrutiny Leadership Group is asked to consider these protocols and comment.

5. EQUALITIES IMPLICATIONS

- 5.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications not contained in the report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications not contained in the report.

8. CONSULTATIONS

- 8.1 There are no consultation responses not contained in the report.

9. RECOMMENDATIONS

- 9.1 Scrutiny Leadership are asked to comment on the draft protocols.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that scrutiny committee forward work programmes are published.

11. STATUTORY POWER

- 11.1 Section 21 of the Local Government Act 2000.

- 11.2 Local Government (Wales) Measure 2011.

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Appendices:
Appendix 1 Forward Work Programme Protocol
Appendix 2 Requests for Reports Protocol