



## PROTOCOL AND GUIDANCE FOR CABINET MEMBERS WRITTEN STATEMENTS AT SCRUTINY MEETINGS

### INTRODUCTION

This protocol provides guidance for Cabinet Members on the content and format of their statements for Scrutiny Committee Meetings.

The purpose of the scrutiny function is to hold decision makers to account and a key method of ensuring accountability is through critically and routinely considering the Council's performance and decisions taken by the Executive. Scrutiny also has a key role in the development and review of Council policies, monitoring budgets, monitoring performance and highlighting issues that are raised by the public.

Cabinet Members with the appropriate portfolio attend scrutiny meetings for the following reasons:

- To make a statement and answer questions.
- Respond to questions about decisions taken.
- Listen to the views of Scrutiny Committee Members about pre-decision items and the monitoring of services.

Responses to questions raised at Scrutiny Committee meetings can also be provided after the meeting where detailed information is required. This can be made available to other Members via the Members Portal and if appropriate publicly via the website.

Cabinet Members can also use email, social media, the Members Portal or the Council's website to update other Members in relation to any events they attended in their role as Cabinet Member to promote their portfolio.

### CONTENT

The content of the Cabinet Members' statement should be **forward looking** and focus on the following 4 areas:

1. Significant decisions or proposals that the Cabinet Member has been involved with.
2. Proposed changes to the strategic policy direction of any of the Council's strategies within their portfolio.
3. New improvements or developments of the Council's policies and delivery of services.
4. Important progress or delays in meeting agreed performance targets and the Council's budgets.

## **PROCEDURE**

The Cabinet Members report should be provided in writing at least 3 clear days before each Scrutiny Meeting. The report should be forwarded to the Committee Services Officer so that it can be circulated to the scrutiny committee members prior to the meeting and also placed on the Members Portal.