



Report to Overview & Scrutiny Management Committee 28th January 2015

Report of: Head of Elections, Equalities and Involvement

Subject: Scrutiny Review Action Plan Update

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Summary:

During 2013/14 a review of the Council's Scrutiny function was undertaken, with the aim of improving the impact and effectiveness of Scrutiny. The review resulted in an action plan, which officers, in conjunction with scrutiny chairs and members, have been working through.

The action plan is intended to be a live document, and we will continue to add to it as issues arise and as additional areas of work are identified.

The Scrutiny Review Action Plan is attached for information and comment.

Type of item:

Briefing paper for the Scrutiny Committee	x
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The Scrutiny Committee is being asked to:

- Comment on progress made on implementing the action plan
 - Identify any areas for further work
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Background Papers:

Report of the Director of Policy, Performance and Communications to Cabinet 16/04/2014 – [Scrutiny Review](#)

Report of the Head of Elections, Equalities and Involvement Scrutiny Review Action Plan Update

1. Introduction/Context

1.1 During 2013/14 a review of the Council's Scrutiny function was undertaken, with the aim of improving the impact and effectiveness of scrutiny. The scope of the review was to:

1. Ensure scrutiny is a valued part of local governance
2. Build a shared understanding of the role of scrutiny
3. Influence policy making and support work across the council
4. Be more outward facing and complement work to strengthen local voice and community leadership
5. Look and feel better, performing a credible function which focuses on the right things and makes a difference.

New ways of working were agreed, and an action plan developed. Officers and members have been working through the action plan, and it is attached at appendix 1. The action plan is intended as a live document, and we will add to it as further areas of work are identified.

OSMC is the body with responsibility for leading development of the scrutiny function, and as such, progress on implementing the actions resulting from the Scrutiny review is reported to it.

2. Progress on implementation

2.1 The action plan was last reported to the Committee in September. Key achievements since then include:

- Establishing a South Yorkshire information sharing protocol between Scrutiny and the Police and Crime Panel
- Pre-decision scrutiny of high profile issue – Child Sexual Exploitation
- Training on questioning and listening skills for scrutiny members delivered. Course was fully booked – 14 members attended.

2.2 Work in progress includes:

- Refreshing the Scrutiny Chair role profile – currently out for consultation with Chairs
- Developing our approach to public involvement in Scrutiny.
- Developing a set of performance measures for Scrutiny

3. Recommendation

3.1 The Scrutiny Committee is being asked to:

- Comment on progress made on implementing the action plan
- Identify any areas for further work

Scrutiny Review Action Plan			
ID	Tasks	Update	RAG
1.0	<i>Ensure Scrutiny is a valued part of local governance</i>		
1.1	Arrange scrutiny work planning consultation	All Members emailed for work planning input. Responses fed back to Chairs.	Completed
1.2	Arrange quarterly meetings with Scrutiny Chairs, with Executive Director, Cabinet Members & Policy & Improvement Officer	Variety of approaches to liaising with Executive Directors and Cabinet Members embedded across all Committees.	Completed
1.3	Explore strengthening links between membership of scrutiny committees and other bodies that non-executive Members represent the authority on	Information sharing protocol has been established with the Police and Crime Panel (PCP).	Completed
1.4	Map other relevant forums	Longer term action to be carried out as capacity allows	Not Completed
2.0	<i>Build a shared understanding of the role of scrutiny</i>		
2.1	Review communication materials and agree actions e.g. web presence	Plan to add to scrutiny webpages - cumulative work programme; annual scrutiny report; major reviews from last two years; links to other Scrutiny e.g. PCP; Combined Authority. Work with colleagues in communications to tap into existing council social media channels to promote scrutiny meetings and work e.g. reports etc.	In Progress Target April 2015
2.2	Establish clear routes for Local Area Partnerships (LAPS) to highlight local issues and inform the work programme	Pick up through review of LAPS. We are liaising with locality management officers.	In Progress Target May 2015

2.3	Review and update the existing "role profile" for Scrutiny Chairs to reflect the current requirements of the role.	Role profile out for consultation with Chairs	In Progress Target Feb 2015
3.0	<i>Influence policy making and support work across the council</i>		
3.1	Develop a set of selection criteria to identify suitable topics	Developed and attached (app 2)	Completed
3.2	Explore how services can provide different types of support to scrutiny committees undertaking policy development	Project Mandate developed, support for policy development to be considered through resources section of Project Mandate. Spectrum will range from intensive support from services e.g. Cycling Inquiry, to little/no involvement, as deemed appropriate.	Completed
4.0	<i>Be more outward facing and complement work to strengthen local voice and community leadership</i>		
4.1	Further explore approaches to enhancing public involvement in scrutiny	Draft Framework for Public Involvement in Scrutiny is in development	In Progress Target March 2015
4.2	Explore opportunities for joint scrutiny work with other local authorities (including joint member development around emerging areas)	To be picked up during work planning, and through the 'links' section of Project Mandates as new work arises. Examples to date include work on the Police and Crime Panel across South Yorkshire, Yorkshire & Humber Health Scrutiny on Cardiac Services, and training on questioning and listening skills procured with South Yorkshire authorities.	Completed

4.3	Support the development of clear scrutiny arrangements with regards to new areas of work, e.g. Combined Authority (CA)	Include a link on our website to PCP, Sheffield City Region Combined Authority Scrutiny. Development of CA Scrutiny led by South Yorkshire Joint Secretariat.	In Progress Target Feb 2015
5.0	Look and feel better, performing a credible function which focuses on the right things and makes a difference.		
5.1	Develop a simple “project mandate” that can be used to outline the aims, objectives and timescales of in-depth or short term scrutiny reviews. This should include how to draw on relevant ‘expertise’ from within and outside the Council.	Project Mandate developed (attached app 3). Available for use by Committees as required.	Completed
5.2	Develop a broad menu of the different options Scrutiny has for conducting activity that could range from short/sharp reviews to in-depth Inquiries.	Developed. Available for use by Committees as required.	Completed
5.3	Develop a clear set of measures relating to outcomes and process	Plans to develop both output based and qualitative measures, for audiences as appropriate.	In Progress Target May 2015
5.4	OSMC identifies areas for joint work across committees and any significant areas not covered	OSMC agreed in Sept 14 that it should not be a role of the OSMC to manage individual scrutiny committee work. Examples of opportunities for cross committee working include house building task group and scrutiny of domestic abuse services. Chairs and officers will continue to identify opportunities as they arise.	Not Completed
5.5	Regular oversight by OSMC of the work of the Scrutiny Committees	OSMC agreed in Sept 14 that it should not be a role of the OSMC to manage individual scrutiny committee work.	Not Completed

5.6	OSMC - Introduce political proportionality including a recommendation that this would accommodate Chairs and Deputy Chairs of Scrutiny Committees. Deputy Chairs would, as now, be appointed by the Opposition.	Council AGM appointed a politically proportionate Committee	Completed
5.7	Support Scrutiny to be proactive in getting involved in pre-decision scrutiny	Early discussions with Cabinet Members and Exec Directors will identify opportunities for pre-decision scrutiny. Examples to date include Libraries Review, Housing Revenue Account and Sheffield's assessment of Child Sexual Exploitation services.	Completed
6.0	Other possible areas		
6.1	Training and Development	Suggestions from OSMC re Scrutiny members training and development needs to be fed into overall Council member development planning process. Training in 2014/15 includes questioning and listening skills in November 2014, CYP Scrutiny Committee planning training on data analysis to assist with scrutiny of Child Sexual Exploitation (CSE) annual report and ensuring CSE training for all Members, including co-opted members of scrutiny.	In Progress Ongoing
6.2	Offer a briefing session for new scrutiny members	In progress for May/June. Will be in addition to standard new member induction offer. Will include a "welcome Pack for Scrutiny"	In Progress Target May 2015

Selecting Scrutiny topics: v00.06

This tool is designed to assist the Scrutiny Committees focus on the topics most appropriate for their scrutiny.

- **Public Interest**
The concerns of local people should influence the issues chosen for scrutiny;
- **Ability to Change / Impact**
Priority should be given to issues that the Committee can realistically have an impact on, and that will influence decision makers;
- **Performance**
Priority should be given to the areas in which the Council, and other organisations (public or private) are not performing well;
- **Extent**
Priority should be given to issues that are relevant to all or large parts of the city (geographical or communities of interest);
- **Replication / other approaches**
Work programmes must take account of what else is happening (or has happened) in the areas being considered to avoid duplication or wasted effort. Alternatively, could another body, agency, or approach (e.g. briefing paper) more appropriately deal with the topic

Other influencing factors

- **Cross-party** - There is the potential to reach cross-party agreement on a report and recommendations.
- **Resources**. Members with the Policy & Improvement Officer can complete the work needed in a reasonable time to achieve the required outcome(s)

Scrutiny Project Mandate Template (v00.01)			
Review topic:	<i>Please state the topic / title of the review.</i>		
Length of review	In-depth (6-9 months) <input type="checkbox"/>	or, Short term (up to 3 months) <input type="checkbox"/>	
Start date		End date	
Lead committee	<i>If a joint review please list all Committees / Chairs involved.</i>	Committee Chair	
Reasons for selecting this topic			
<i>Please give a brief overview of the analysis of this topic against the selection criteria (PAPER) including any additional feedback from the OSMC planning meeting / Scrutiny Committee/s.</i>			
Aim/s of the review			
<i>Please briefly list the aim/s of the review i.e. what you are trying to achieve</i>			
How will you carry out the review			
<i>Please describe the approach you will use e.g. call for evidence, desktop research, meeting key stakeholders, visits etc.</i>			
Outcomes & impact			
<i>Please state what you think will be the likely outcomes of the review and the potential impact.</i>			
Links to other areas of work			
<i>Please list any links to other work either within or outside the Council and say how you will manage them.</i>			
Public involvement			
<i>Please state how the public will be involved in this review e.g. expert witnesses / meeting locations</i>			
Resources			
<i>Please state the resources required to support the review e.g. time of Members, Policy & Improvement Officer, other Council / non Council Officers / small budget for meetings etc.</i>			
Date of Task & Finish Group meeting:			
Any other feedback from the meeting			
<i>Please include any other comments / suggestions made at the meeting.</i>			

