

Scrutiny Improvement Review

Implementation Plan

The CfGS recommendations are separated into 4 main themes, which are proposed to be the basis by which the Council implements its action plan in response. Implementation of some of these actions will require approval by the Full Council. The theme areas and decision routes are summarised below, alongside suggested implementation schedules.

Theme	Decision Route	Work areas
Structure	Advisory Group Steering Group Governance Board Constitution Working Group A&G Committee Full Council	Scrutiny terms of reference Member role profiles Coordinating Committee Remit and size of committees
Impact and monitoring	Advisory Group Steering Group	Action tracker report Formulating recommendations Annual Scrutiny report
Work programme	Advisory Group Steering Group	Develop the work programming process Develop a prioritisation tool Revise forward plan report Commissioning of cross-cutting scrutiny issues Processes for establishing and conducting themed reviews & task and finish groups
Training and development	Advisory Group Steering Group Consultation with: Scrutiny Chairs, Cabinet, officers	Skills assessment and development programme (supported by business case) Resources for members and officers tailored to each committee Mentoring opportunities Develop a committee briefing process for major items Develop the council-wide member briefing process EDI training for members and officers Officer training Feedback and evaluation

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Proposed Action Plan Meetings:

Date	Body	Agenda
6pm, 19 June	Advisory Group	Review of action plan and implementation timetable
1pm, 21 June	Steering Group	Review of action plan and implementation timetable
12 July	Advisory Group	Training & Development: Skills assessment and development programme, Committee briefings, Mentoring opportunities, Officer training and other 'in hand' items
18 September	Advisory Group	Structure: Coordinating committee and committee remits
25 September	Scrutiny Chairs	Structure proposals: Coordinating committee and committee remits
28 September	Constitution Working Group	Structure proposals: Coordinating committee and committee remits
12 October	Audit & Governance Committee	Structure proposals: Coordinating committee and committee remits
30 October	Advisory Group	Structure: Member role profiles, Process for establishing themed reviews, Commissioning cross-cutting work and task & finish groups
TBC	Advisory Group	Work programme, impact and monitoring: Prioritisation tool, Forward plan and covering report, Action tracker, Formulating recommendations, Annual report, EDI in reports.
14 December	Council	Structure proposals: Coordinating committee and committee remits