

Strategic Overview and Scrutiny Improvement Plan 2023-24 v1

RAG Status	Missed target requires action	On target but with minor issues	Completed action
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A. Aims & Objectives: All Members, officers and residents in Rutland to understand the role of scrutiny and what it aims to achieve						
Objectives	Priority	Action	Owner(s)	Delivered	RAG	Comments
1. Scrutiny has a clearly defined and valued role in the Council's improvement and governance arrangements and includes prioritising to ensure that the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority.	Engagement dialogue established between Scrutiny Chair/Vice-Chair with Cabinet Portfolio Holders and Corporate Leadership Team so Scrutiny can get involved earlier in policy development and pre- decision scrutiny.	<ul style="list-style-type: none"> Informal quarterly meetings between the Chair/Vice-Chair and Cabinet members. 		27/07/23 17/10/23 11/01/24 16/04/24		
		<ul style="list-style-type: none"> Agenda setting meetings between the Chair/Vice-Chair and Corporate Leadership Team. 		21/08/23 23/10/23 08/01/24 19/02/24		
		<ul style="list-style-type: none"> Email to Portfolio Holders welcoming attendance at any/all scrutiny meetings. 		14/06/23		
	Identification of Scrutiny proposal process and communication of process to Members and Officers.	<ul style="list-style-type: none"> Scrutiny proposal form created and 'PAPER' process identified. Scrutiny proposal form saved on S: drive for Officers to access. Scrutiny proposal form circulated to Members via email. 		15/06/23 15/06/23		
<ul style="list-style-type: none"> Scrutiny 'PICK' assessment form created and distributed to Scrutiny Members to identify 				09/06/23		
Identification of scrutiny assessment process and communication of				09/06/23		

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	process to Scrutiny Members	method of scrutiny.				
	Creation of scrutiny guidance for Scrutiny Members	<ul style="list-style-type: none"> Scrutiny Pocket Guide created and distributed to Scrutiny Members 		09/06/23		
2. Scrutiny Members have the training and development opportunities they need to undertake their roles effectively	Scrutiny workshop to be established for all Members to aid them with developing key skills required to fulfil their roles.	<ul style="list-style-type: none"> CfPS scrutiny workshop to ensure Members' development. Presentation and notes from CfPS scrutiny workshop emailed to all Members. 	Scrutiny Officer	23/05/23 01/06/23		
	New Scrutiny members to attend Corporate Performance training	<ul style="list-style-type: none"> Training arranged as part of Member Induction process 	Democratic Services	10/07/23		
	New Scrutiny members to attend Local Plan briefing session	<ul style="list-style-type: none"> Training arranged as part of Member Induction process 	Democratic Services	08/06/23 19/06/23 06/07/23		
	New Scrutiny members to attend Local Government finance training	<ul style="list-style-type: none"> Training arranged as part of Member Induction process 	Democratic Services	25/05/23		

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B. Meeting Administration: All scrutiny meetings to be run in a professional and highly efficient way to enable effective scrutiny to take place.

Objectives	Priority	Action	Owner(s)	Delivered	RAG	Comments
3. Scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.	<ul style="list-style-type: none"> Chair and Vice Chair to attend Chairs Training 	<ul style="list-style-type: none"> Training arranged as part of Member Induction process 	Democratic Services			
	<ul style="list-style-type: none"> Identification of reporting process for Scrutiny recommendations to and outcomes from Cabinet. 	<ul style="list-style-type: none"> Reporting process and form created for use by the Chair for reporting Scrutiny recommendations to and outcomes from Cabinet. Table created recording all scrutiny recommendations and subsequent outcomes 				
		<ul style="list-style-type: none"> 				
		<ul style="list-style-type: none"> 				

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C. Work Programme: Develop and deliver a coordinated work programme which supports the council to achieve its strategic objectives and reflects the concerns of residents

Objectives	Priority	Action	Owner(s)	Delivery	RAG	Comments
4. Scrutiny Committee develops a work programme, focusing on priority areas.	<ul style="list-style-type: none"> Work programming session to be held to outline the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny function and any Panels/Task and Finish Groups convened for review work. 	<ul style="list-style-type: none"> Scrutiny Committee Work Programming Session held between Scrutiny Members and Corporate Leadership Team. 		07/06/23		
	<ul style="list-style-type: none"> Ongoing review of scrutiny work plan to be a priority for the Scrutiny Committee. 	<ul style="list-style-type: none"> Scrutiny work plan to be the first discussion item on every scrutiny meeting agendas. 		15/06/23		
		<ul style="list-style-type: none"> 				
		<ul style="list-style-type: none"> 				
		<ul style="list-style-type: none"> 				
		<ul style="list-style-type: none"> 				

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D. Represent residents and enable their concerns to inform Council decision making and policy development						
Objectives	Priority	Action	Owner(s)	Delivery	RAG	Comments
5. Promote opportunities for resident to engage with scrutiny meetings	Creation of scrutiny guidance for members of the public.	<ul style="list-style-type: none"> ‘A guide to Strategic Overview and Scrutiny’ created and published on O&S webpage. 		05/09/22		
	Publicity of scrutiny meetings via various communication channels	<ul style="list-style-type: none"> Meeting dates/agendas/minutes published to RCC website via Modern.gov Press releases issued by RCC Communications team. 	Democratic Services Comms/ Democratic Services			
	Identification of Scrutiny proposal process and communication to members of the public.	<ul style="list-style-type: none"> Scrutiny proposal process identified. Scrutiny proposal process published on O&S webpage. 				Scrutiny Officer awaiting access to RCC website.

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F. Scrutiny improves outcomes and drives improvement in public services						
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6. Scrutiny self-reflection on its work for 2023/24	To continue review using feedback surveys and capture the views of Members, Co-optees, partners and officer feedback	<ul style="list-style-type: none"> Scrutiny Improvement Plan 2023/24 to be completed. Scrutiny Annual Report to be written and published. 				

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