

Strategic Overview and Scrutiny Improvement Plan 2023-24

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.	a) 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. 	Chair / Vice Chair	27/07/23 17/10/23 20/02/24 09/04/24		
		<ul style="list-style-type: none"> Agenda setting meetings between the Chair/Vice-Chair and Corporate Leadership Team. 	Chair / Vice Chair	22/08/23 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. 	Scrutiny Officer	14/06/23		Scrutiny Officer has emailed relevant Portfolio Holders through the year, inviting them to attend meetings as and when required.
	b) 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 Officer	09/06/23		
		<ul style="list-style-type: none"> Scrutiny proposal form saved on S: drive for Officers to access. 	Scrutiny Officer	09/06/23		
		<ul style="list-style-type: none"> Scrutiny proposal form circulated to Members via email. 	Scrutiny Officer	09/06/23		
	c) Identification of scrutiny assessment process and	<ul style="list-style-type: none"> Scrutiny 'PICK' assessment form created and distributed 	Scrutiny Officer	09/06/23		

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	communication of process to Scrutiny Members	to Scrutiny Members to identify method of scrutiny.				
	d) Creation of scrutiny guidance for Scrutiny Members	<ul style="list-style-type: none"> Scrutiny Pocket Guide created and distributed to Scrutiny Members 	Scrutiny Officer	09/06/23		
2. Scrutiny Members have the training and development opportunities they need to undertake their roles effectively	a) 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"> CfGS scrutiny workshop to ensure Members' development. 	Scrutiny Officer	23/05/23		3 Scrutiny Committee members did not attend workshop
		<ul style="list-style-type: none"> Presentation and notes from CfGS scrutiny workshop emailed to all Members. 	Scrutiny Officer	01/06/23		
	b) 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		3 new members did not attend training
	c) 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		All members attended Local Plan briefing session
	d) 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		2 new members did not attend training

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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.						
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3. Scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.	a) Chair and Vice Chair to attend Chairs Training	<ul style="list-style-type: none"> • Training arranged as part of Member Induction process 	Democratic Services	22/06/23		Vice Chair did not attend as training not required.
	b) Identification of reporting process for Scrutiny recommendations to and outcomes from Cabinet/Council.	<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/Council. 	Scrutiny Officer	June 2023		
		<ul style="list-style-type: none"> • Table created recording all scrutiny recommendations and subsequent outcomes. 	Scrutiny Officer	June 2023		

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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

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4. Scrutiny Committee develops a work programme, focusing on priority areas.	a) 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. 	Scrutiny Officer	07/06/23		3 Scrutiny Committee members did not attend work programming session.
	b) Ongoing review of scrutiny work plan and pending items list to be a priority for the Scrutiny Committee.	<ul style="list-style-type: none"> Scrutiny work plan and pending items list to be the first discussion item on every scrutiny meeting agendas. 	Scrutiny Officer	15/06/23		Work plan reviewed at every meeting but not always as the first discussion item.

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D. Represent residents and enable their concerns to inform Council decision making and policy development						
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5. Promote opportunities for resident to engage with scrutiny meetings	a) 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. 	Scrutiny Officer	05/09/22		Overview and Scrutiny
	b) 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 	Democratic Services	May 2023 to April 2024		All agendas and minutes published within deadline.
		<ul style="list-style-type: none"> Press releases issued by RCC Communications team. 	Comms/ Democratic Services	May 2023 to April 2024		Press release issued re. first meeting. Comms team currently working with Flooding Evidence Panel.
	c) 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	27/02/24		Overview and Scrutiny

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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	a) To continue review using feedback surveys and capture the views of Members, Co-opted Members, partners and officer feedback	<ul style="list-style-type: none"> Scrutiny Improvement Plan 2023/24 to be completed. 	Chair	January 2024		15.06.23 - No committee members volunteered to work with the Chair on producing a draft improvement plan. 13.07.23 – Chair confirmed that he would produce a final improvement plan for the committee to approve. 21.03.24 – Scrutiny Officer produced final improvement plan for approval.
		<ul style="list-style-type: none"> Scrutiny Annual Report to be written and published. 	Scrutiny Officer	30/06/24		21.03.24 – Scrutiny Officer has started compiling the draft annual report for 2023/24