

OVERVIEW & SCRUTINY COMMITTEE: Scrutiny Member Induction & Panel work programme planning process 2014/15

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1. Scrutiny member Induction

- 1.1 This report seeks members' views on the member induction process, prior to it being finalised for the start of the 2014/15 Municipal Year.
- 1.2 The main aim behind the scrutiny member induction session is to outline the role of the scrutiny function as well as providing an opportunity for scrutiny members to focus on the approach towards co-ordinating scrutiny and reviewing the year and sharing learning on what has worked well, and what hasn't.
- 1.3 The aim is to hold the induction event as early as possible in the New Municipal Year following approval of the Panel memberships at Annual Council (11th June 2014). A provisional date has already been identified for 7pm on Thursday 19th June 2014. This will allow members time to consider any issues identified in advance of their individual panel work programme planning sessions.
- 1.4 As part of the ongoing Member Induction process it is also proposed to offer members the opportunity to access more formal training on scrutiny skills being offered through the Centre for Public Scrutiny. This will be subject to further consultation with members at the scrutiny induction and work programme planning events. The use of action learning will also be continued as an additional form of training and awareness raising.
- 1.5 This year, it's expected that there will be new Councillors that are unfamiliar with the role of Scrutiny, it is suggested that 2 previous experienced Scrutiny Chairs have a slot at the induction to provide a members perspective of Scrutiny and how to get the best out of the role.
- 1.6 An outline programme for the induction session has been set out below, for member's consideration:
 1. Scrutiny Arrangements: Role and function of scrutiny
Scrutiny support arrangements
Scrutiny Chairs – members perspective
Shared learning (the good & bad bits)
Unavoidable issues – Budget Consultation
 2. Key Issues for Scrutiny: Roles and powers for Scrutiny
Councillor Call for Action
Petitions

3. Planning & Setting the Panel Work Programmes – brief outline of arrangements for Planning workshops

1.7 Members views are sought on the above programme, arrangements and proposed date for the induction event.

2. Panel Work Programme Planning workshops

2.1 As referred to above, it is also proposed to continue with the individual Panel work programme planning workshops in 2014/15. Provisional dates for each session are currently being arranged for inclusion in the Council's draft calendar of meetings for 2014/15 (due to be approved by Annual Council on 11th June 2014). These will, however, require further consultation with relevant chairs & panel members before being confirmed.

2.2 It is proposed that the format for these workshops should be similar to those undertaken in previous years, including an opportunity for the relevant Director(s) & Cabinet member(s) to attend for the early part of the session to outline their key priorities for the coming year and beyond.

2.3 Once approved the Panel work programmes will need to be combined into an annual scrutiny work programme and referred onto Overview & Scrutiny for review, prior to being recommended onto Council for formal adoption.

3. Recommendations

3.1 Members views are sought on the date & outline programme for the scrutiny member induction session, as detailed in section 2 of the report.

3.2 Members are asked to consider and approve the arrangements for the Panel work programme planning workshops, as outlined in section 3 of the report.