

Appendix 2

SUPPORTING THE WORK PROGRAMME

The Scrutiny Team will:

- Work with the Chair and Vice Chair to manage the annual work programme;
- Provide support for scrutiny members including providing advice on scrutiny in line with the 2019 Statutory Guidance and best practice, and producing briefing papers, background materials, key lines of enquiry, and arranging seminars or briefings for members.
- Carry out and commission qualitative and quantitative research to support topics including data gathering and analysis, case studies and examples of good practice to inform the scrutiny process;
- Source external experts to contribute information to agenda items at formal meetings and to working groups;
- Support working groups, including managing the project plan; drafting terms of reference; providing advice on virtual and remote techniques to gather evidence and engage with stakeholders during the health emergency, and drafting reports in consultation with the chair; and promote scrutiny across the council and externally including production of reports and publicity to show what has changed as a result.

Each select committee has an allocated Governance Administrator who will:

- Co-ordinate and administer agenda planning meetings with the Chair, Vice Chair, scrutiny and senior officers in advance of committee meetings. This will include advising officers and partner agencies of the information required;
- Administer the committee meetings including sending out agenda papers to councillors;
- Produce the minutes of the meeting and update the action and recommendations trackers;
- Provide governance support to working groups and conferences including arranging venues and providing administrative support; and
- Develop and manage a database of residents and other stakeholders who wish to be kept informed of scrutiny work.

As part of the implementation of the work programme in the year, the select committee will:

- Meet formally five times a year to review evidence gathered and agree recommendations in relation to scrutiny reviews they are conducting;
- Call the relevant Lead Member to attend a meeting to set out their plans, and to return at the end to be questioned on progress;
- Hold additional evidence gathering sessions and events as appropriate to the topic of each review. These will hear from a range of experts from the local area and beyond (including residents);
- Proactively promote and encourage public participation in reviews;

- Ensure that the voice of vulnerable residents is heard;
- Consider appointing co-optees (from appropriately constituted and representative relevant organisations) for specific reviews;
- Monitor, track and communicate progress in responding to scrutiny recommendations.