

Self-assessment of Overview and Scrutiny Good Practice – 2024

Good Practice Questions		Yes	Partly	No
Scrutiny Purpose and Governance				
1	Does a facility exist for Scrutiny to regularly report to full Council regarding its work?			
2	Do the terms of reference for the Council's Scrutiny Committees clearly set out the purpose of the committees?			
3	Is the role and purpose of scrutiny understood and accepted across the authority?			
4	Does scrutiny provide support to the authority in meeting the requirements of good governance?			
5	Are the arrangements to hold the committee to account for its performance satisfactorily?			
6	Does a protocol for the relationship between Scrutiny Members and the Cabinet exist?			
7	<ul style="list-style-type: none"> • If "Yes", is it understood? 			
8	Does Scrutiny at the Council act as a "Critical Friend" in scrutinising Council functions?			
The work of Scrutiny Committees				
9	Is Scrutiny a member led process?			
10	Do members lead in the identification of topics for the committee workplans? Are members proactive in the identification of topics?			
11	Are the Chairs of the Council Scrutiny Committees involved in the identification of items for workplans?			
12	Are members involved in how information is presented to Committees?			
13	Are Scrutiny workplans flexible documents? Are they able to react to challenges that may arise?			
14	Is the process for selecting items for the workplan satisfactory?			
15	Is there are process for prioritising topics included on the workplans?			
16	Do Scrutiny workplans satisfactorily cover all service areas within committee remits?			
17	Is the Council's Policy Framework used to identify items for Scrutiny?			
Membership and Support				
18	<p>Has an effective committee structure and composition of the committees been selected to effectively scrutinise the Council and its functions?</p> <p>This should include:</p> <ul style="list-style-type: none"> • Number of Committees • Separation from the executive • An appropriate mix of knowledge and skills among the membership 			

	<ul style="list-style-type: none"> • A size of committee that is not unwieldy • Where independent members are used, that they have been appointed using an appropriate process. 			
	If you answered partly/no, please give further details on what issues with the Committee structure exist below:			
19	Are Scrutiny Committee meetings held regularly enough?			
20	Does the chair of the committee have appropriate knowledge and skills?			
21	Are arrangements in place to support the committee with briefings and training?			
22	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?			
23	Does the committee have good working relations with key people and organisations, including the Executive and Corporate Leadership Team			
24	Are Officer and Cabinet Members proactive in highlighting issues and topic for additional scrutiny?			
25	Do Scrutiny Committees identify key lines of inquiry and questioning in advance of their meetings?			
26	Is adequate secretariat and administrative support to the committee provided?			
Effectiveness of the Committee				
27	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?			
28	Are Committee meetings well chaired and led?			
29	Are Committee Members sufficiently knowledgeable to undertake			
30	Has the committee evaluated whether and how it is adding value to the organisation?			
31	Does the Scrutiny function effectively communicate it work to the rest of the Council and the wider public?			
32	Do Scrutiny Committees activity contribute to the decision making process and the development of new policy?			
33	Are examples of best practice captured and used by Scrutiny Committees?			
34	Is the "Voice" of the local community heard? Does Scrutiny have process for the involvement of the public?			
Additional Comments				
	If you have any additional comments regarding Scrutiny at the Council please include them here:			

Additional Questions	Responses
As a member of a Scrutiny Committee what training / development would you benefit from?	
What do you think the key strengths of the Scrutiny are?	
What improvements could be made to further develop Scrutiny at the Council?	