

**JOINT SCRUTINY COMMITTEE
IN-DEPTH SCRUTINY PROJECT 2021/22**

TOPIC: 'ENABLING COUNCILLORS TO BE EFFECTIVE'

FRAMEWORK FOR SCRUTINY/SCOPE OF PROJECT:

- (1) To identify and review current arrangements for the provision of support that councillors need to carry out their elected role, focusing on the "Councillor role" rather than the specific requirements of members of the Cabinet, the Shadow Cabinet or the chairs of committees.
- (2) To identify any 'quick wins' in terms of aspects of the main areas of focus of the project and to understand other ongoing activity that relates to the aims of the project to ensure joined-up arrangements.
- (3) Where relevant, to feed into the separate review to be undertaken of the Council's Constitution by the General Purposes Committee, to which all members of the Council will have a separate opportunity to contribute.
- (4) To complement the work of the design group currently looking at councillor development as part of the leadership programme.

METHOD: Through Project Team meetings, witness sessions and/or workshops.

TARGET DATE: April 2022

MEMBERSHIP:

Councillors: B Beggs, K Buck, T Cowdrey, K Evans, A Line, J Moyies (Chair), D Nelson, I Shead and A Thompson.

OFFICER/PARTNER SUPPORT

S Meah-Sims (Head of Corporate Strategy), S Tautz (Principal Democratic Services Officer), T Row (Principal Democratic Services Officer). Other officer support to be identified as appropriate or required for elements of the project.

SOURCES OF EVIDENCE

The evidence base will be:

- (a) Councillor 'case studies', experiences and feedback.
- (b) Specific examples of issues within the scope of the project where things have not gone well.
- (c) Relevant data, profiles, trends, and patterns, where such information is held by the Council or can be obtained from published sources or benchmarking arrangements.
- (d) Performance information on key issues (e.g., response times, call handling etc.).
- (e) Customer feedback (e.g., contact with the Council, contact with councillors, use of the website etc.).
- (f) Information/feedback from relevant officer teams (e.g., 'Councillor Queries')
- (g) Benchmarking information (e.g., around member support services and the use of casework systems at other local authorities) through the Scrutiny Network or other benchmarking arrangements.

- (h) Presentation/demonstration of relevant systems and processes to support councillors.
- (i) Review of recommendations arising from the In-Depth Scrutiny Project for 2020/21.

POTENTIAL WITNESSES:

- (a) All members of the Council, including non-aligned councillors.
- (b) Relevant service managers and officer teams.
- (c) Representatives of other local authorities.
- (d) Members of the public.
- (e) Representatives of external organisations/agencies and service providers.

The scrutiny process is structured to add value and is supportive of the challenges already set to be delivered, but has limited resources, which need to be focused on providing front-line services and the priority outcomes for the Council.

RECOMMENDATIONS:

To make appropriate recommendations to the Cabinet.

All recommendations to be costed where necessary in order to be fed into the annual budget-setting process.