

<b>Overview and Scrutiny Action Plan 2009-2010</b>
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<b>Proposal From Review Report</b>	<b>Recommended Action</b>	<b>Key measures of success</b>	<b>Lead</b>	<b>Deadline</b>
Look at format of Review Reports	Consider sample documents from elsewhere. Liaison with Communications Unit to ensure the revised report style is in plain English and the corporate style.	Wide publicity of completed reviews, format tailored to audience. Public and stakeholder feedback.	Democratic Services / Communications Team	Consider as part of the focus session.
Undertake Annual Work Programme Canvas	Consult Policy Committees and other stakeholders through area forums, Parish Liaison Meeting and the County Liaison Group. Evaluate feedback to shape work programme.	The work programme will include prioritised projects from the feedback received.	Democratic Services	November cycle of meetings
Assess planned work programme review areas against corporate priorities.	1. Amend scoping document to include information on relevant corporate plan themes.  2. Devise a scoring 'matrix' to enable assessment of priorities	Prioritised work programme targeted on community and corporate priorities.	1. Lead Officer for each review area.  2. Democratic Services	Consider as part of the focus session.  Consider as part of the focus session.

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Establish a 'Call-in checklist'.	There is already a procedure within the Constitution. Compare this to examples elsewhere, to see if it could be improved.	Ensure that the procedure used is clear.	Democratic Services	Consider as part of the focus session.
Review of Constitution	Need to update to meet new legislative requirements (CCfA, crime and disorder scrutiny and excluded matters). Consider how we are going to meet the new requirements.	Compliance with legislation	Head of Legal and Democratic Services	Consider as part of the focus session.
Review of Resources for Scrutiny Function	Review suggests keep under close review. Not considered to be any action required at this time.	The Committee's work programme continues to be achieved	Management Team	No action required at this time.
Approach to budget Scrutiny	Continue to focus on a specific element of the budget process. There are proposed work areas, arising from last year's budget scrutiny work. Canvass Finance and Management on specific areas.	Overview and Scrutiny continues to add value to the budget process.	Chairman of O&S and Director of Corporate Services	Submit report to appropriate Finance and Management Committee Meeting.
Introduce Task Group working	This already happens with nomination of a lead Member and appointed Officer for each review area. It may be appropriate to trial larger task group working for some review areas?	There is sufficient capacity to meet the requirements of the work programme.	Appropriate Lead Officer for the selected review.	Introduce as necessary.

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Training and Member Development	The Training Champions have agreed that personal development plans will be prepared for each Member. This addresses the report recommendations on skills' audits and assessment of training needs.	To ensure Members are trained and have the necessary skills to fulfil their roles as community leaders and on the Overview and Scrutiny Committee	Head of Legal and Democratic Services	31 <sup>st</sup> December 2009