NO.	Proposal	Success Measures	Yes you would support this	No you don't think this is a good idea	No Comment
	Please consider the following proposals and tick the box which applies				
	INCREASE PUBLIC PARTICIPATION				
1	Each committee aim for at least 1 meeting per year in external venue	Feedback from public No. of Scrutiny topics added to workprogramme as a result			
2	Look for opportunities to issue press releases re agenda items with public interest	No. of press releases issued			
3	Issue invites to people who might be interested in particular agenda items	No. of public attendees			
4	Each Cttee has at least two co-optees who are inducted and attend scrutiny training courses	Targets for no. of co-optees achieved Feedback from co-optees on annual questionaire			
5	Improve layout of room and reduce formality particularly when public attending	Feedback from public and witnesses including officers			
6	Prepare and launch a one-off publicity campaign for scrutiny e.g. in libraries, media etc	Increase public attendance at scrutiny meetings No. of topics suggested by public			
7	Update and maintain the scrutiny pages on the website	Hit rate on scrutiny web pages			
	INCREASE MEMBER ENGAGEMENT				
8	Set up and maintain annually a register of members areas of interest and use in selecting working groups and committees	Member Satisfaction questionnaire Quality of scrutiny recommendations and reports			
9	Have a 5 minute feedback session at end of each meeting (in closed session) to review how it went	Learning points documented and shared across committees			
10	Design and implement an annual scrutiny questionnaire for members and officers	Response rate on questionnaire Action plans resulting from results			
11	Implement a follow up process for issues arising from scrutiny and document action points from meeting	No. of follow up actions completed Member satisfaction			
12	Organise training in questioning skills and provide ongoing support to help members formulate questioning	No. of members attending and their feedback Feedback from witnesses			
13	Include scrutiny in members induction programme	No. of members attending and their feedback			

NO.	Proposal	Success Measures	Yes you would support this	No you don't think this is a good idea	No Comment
14	Introduce pre-meetings to encourage member engagement and participation during Committee meetings	Member attendance at pre-meetings			
	IMPROVE SCRUTINY'S EFFECTIVENESS IN PERFORMANCE MANAGEMENT				
15	Facilitate scrutiny of performance by aligning performance reports with business plan objectives and providing more detail on poor performing areas	No. of areas selected for further scrutiny action			
16	Produce a backward forward plan to facilitate scrutiny monitoring of Cabinet decisions taken	No. of decisions subsequently reviewed by scrutiny			
	MEASURE SCRUTINY'S EFFECTIVENESS				
17	Produce annual report to Council in April each year reporting highlighting success and reporting progress against scrutiny improvement plan	Report is produced each year			
	IMPROVE CABINET/SCRUTINY OFFICER RELATIONSHIPS				
18	Produce a rules of engagement which scrutiny members/Cabinet and officers all 'sign up' to	Evidence that rules of engagement are kept to			
19	Cabinet involve scrutiny in policy development and refer more issues to scrutiny before going to Cabinet	No. of issues referred to scrutiny Satisfation of Cabinet with outcome no. of reports going to scrutiny first			
20	Deputy briefings made more effective by scrutiny providing advanced notice of the areas they wish to question and for Deputies to inform Chairs of any particular issues they inted to raise	Deputy attendance Evidence in minutes			
21	Set up informal meetings with Deputies and Chairs of scrutiny to discuss areas or work at least 2 per year	Evidence of meetings held			
22	Scrutiny workplan includes following up of what Council/Cabinet agree to do (regardless of their political views)	No. of items in scrutiny workplans scheduled for follow up. Cabinet feel more challenged by scrutiny			

NO.	Proposal	Success Measures	Yes you would support this	No you don't think this is a good idea	No Comment
23	Introduce timed agendas and consider needs of all attendees when setting the agenda	Increase officer and member satisfaction with the process			
24	Introduce witness charter	Increase witness satisfaction with the process			
	IMPLEMENT OPTIMUM STRUCTURE				
25	Review scrutiny structure to improve alignment of Management/Deputy's portfolio and scrutiny committee remits	Increase satisfaction Few problems with implementation of new structure			
26	Set up a scrutiny management committee or Scrutiny Chairs group to champion process and manage overlaps between committees	Effectiveness of scrutiny improved			
27	Set up more working groups to focus on particular areas of interest	No. of recommendations to Cabinet			
28	Set up cross-scrutiny working groups when necessary	Increase Member satisfaction with regard to Committee remits			
29	Increase Officer support to undertake additional research and provide additional administrative support	Effectiveness of scrutiny improved.			

Do you have any other comments as to how we could improve the effectiveness of Scrutiny Committees? (please continue overleaf if necessary)

Name: