

UPDATE TO THE SCRUTINY TOOLKIT

Executive Summary

This update to the Scrutiny Toolkit reflects the recent changes to the Overview and Scrutiny Committee, namely the Officer arrangements, with a dedicated Scrutiny Officer and a Corporate Leadership Team member, and the inclusion of information on the budget protocol which was approved at the meeting on 18 October 2021.

Recommendations

The Committee is requested to:

RESOLVE That:

The updated version of the Scrutiny Toolkit be adopted.

The Committee has the authority to determine the recommendation set out above.
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Background Papers:	None
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1.0 Introduction

- 1.1 The Overview and Scrutiny Committee has undergone significant changes since the last version of the Scrutiny toolkit was received at the meeting on 7 June 2021. The updated Scrutiny Toolkit seeks to reflect these changes and provide accurate and up to date information to the Committee.
- 1.2 The first update to the Scrutiny Toolkit is regarding the Officer support arrangements. This updated version reflects the new Scrutiny and Democratic Services Officer role, the Legal Officer support and the dedicated Corporate Leadership Team member support. These changes can be found on page 19.
- 1.3 The second update to the Scrutiny Toolkit draws attention to the budget protocol which was adopted at the meeting of the Overview and Scrutiny Committee on 18 October 2021. This can be found on page 31 as well as within the 'Supporting Documents' section.

2.0 Corporate Strategy

- 2.1 The overall purpose of the Scrutiny Toolkit is to give the Committee the knowledge needed to fully engage with local communities as part of its overview and scrutiny responsibilities, one of the key elements of achieving the objectives of the Council's Corporate Plan. Such engagement may be around ensuring residents know who and where to go to discuss issues or make changes in their community, encouraging residents to play a greater role in supporting their communities, and helping residents to identify and make use of all the resources available to them. By ensuring the information in the Scrutiny Toolkit is up to date, the Council is ensuring that Councillors can positively facilitate Overview and Scrutiny-related engagement with local communities.

3.0 Implications

Finance and Risk

There are no financial implications arising from this report. The Protocol on the budget which was agreed at the meeting on 18 October has been incorporated into the Scrutiny Toolkit. This protocol seeks to minimise any risks around the management of the Committee's substantial budget and clarify the reporting procedures.

Equalities and Human Resources

There are no human resource or training and development implications arising from this report.

Legal

There are no legal implications arising from the update on the Scrutiny Toolkit.

4.0 Engagement and Consultation

The Lead Officer for Overview and Scrutiny (Giorgio Framalicco), has been consulted on the changes to the Scrutiny Toolkit, as has Becky Capon, Democratic Services Manager.

REPORT ENDS