

Issue	Suggested Improvement	How
<b>COMMUNICATION</b>	Quarterly meeting between Executive and Scrutiny	Formal meetings between Management Committee and the Executive to be added into Council diary from April 2008  Informal meeting to be arranged for February 2008
	Portfolio Holder and Chair and Vice Chair of relevant Scrutiny Committee to hold regular meetings	To be arranged as needed but at least for each Overview and Scrutiny Committee meeting
	Regular meetings between Corporate Team and the Management Committee	Arrange quarterly meetings between Management Committee and Corporate Team
<b>BEING JOINED UP</b>	Have shared set of common objectives between Executive and Scrutiny	Establish protocol between Executive and Scrutiny
	Involve G3 more	Arrange informal meetings between Chair and Vice Chair of Management Committee and G3
	Have more joint training and development on overview and scrutiny	Arrange specific training in 2008
<b>BETTER UNDERSTANDING OF THE ROLES OF OVERVIEW AND SCRUTINY AND THE EXECUTIVE</b>	Work towards having a better understanding of the roles of Overview and Scrutiny and The Executive	Establish protocol between Executive and Scrutiny
	Find out the reasons why when the Executive do not agree or implement the findings from Overview and Scrutiny	Institute a reporting back mechanism from the Executive
	Gain a better understanding of the evidence based nature of Overview and Scrutiny	Invite Portfolio Holders to sit in on Task and Finish Groups

**Overview and Scrutiny Action Plan**

**Overview & Scrutiny Management Committee  
18 January 2008  
Item 5 Appendix A**

<b>COMMITMENT OF OFFICERS</b>	Regular meetings between Corporate Team and the Management Committee	Arrange quarterly meetings between Management Committee and Corporate Team
	Head of Department or Corporate Team member to be part of the meeting between the Portfolio Holder and Chair and Vice Chair of relevant Scrutiny Committee referred to under Communication	As under Communication
<b>TIME MANAGEMENT</b>	Look to have more meetings back to back	Member Services to consider when arranging meetings
	Reduce number of information reports at Committee	Chief Executive will be looking at this in 2008
<b>OVERVIEW AS WELL AS SCRUTINY</b>	Look to continue and expand the work of the Task and Finish Groups	Continue to set up Task and Finish Groups as appropriate
	Look to consider more long term planning work	More reports to committee on national and regional issues  Management Committee to do more work on the council objectives and strategic aims
<b>ENGAGE ALL MEMBERS</b>	Chairs and Vice Chairs to persuade members to go along and more flexible forms of training	Ask Political groups to implement
	Look to use all members on task and finish groups	Develop register of members expertise
	Develop training on Overview and Scrutiny	Arrange training on Overview and Scrutiny
<b>MORE WORK ON FINANCE</b>	Improve training for members on finance	Arrange training of financial issues
	Need to link activity to spend/finances	Provide more and frequent budgetary information to Management Committee

	Ensure more financial information is available to Overview and Scrutiny Committees	Monthly High level budget and risk monitoring reports be reported to the Overview and Scrutiny Management Committee
<b>REFLECT THE VOICE AND CONCERNS OF THE PUBLIC AND ITS COMMUNITIES</b>	Have a more community based work plan	Invite the public and community groups to input issues into the work plans
	Involve the public more in meetings	Have more flexible times and venues for meetings  Have community issues dealt with by task and finish groups
<b>WISH TO QUESTION EXTERNAL PARTNERS AND ORGANISATIONS MORE OFTEN</b>	Undertake more scrutiny work on external partners	Continue to Call in organizations as appropriate  Take a more proactive stance on those organisations delivering economic development objectives