

## Overview and Scrutiny Management Committee

Dear Peter,

Following today's training session that I found very helpful I would like to share some thoughts with you:

1. Can we ask Neil to produce a paper that would set out the working protocol between the Executive and the Overview and Scrutiny Management Committee? The protocol should aim to identify how the two bodies should work to make the most of the strengths of each other. The protocol should help the Overview and Scrutiny Management Committee to work in an enabling and influencing way as well as providing a challenge which can be channelled through individual Overview and Scrutiny Committees.
2. Can we ask the Member Training and Development Group to organise a half day development session for the Executive and the Overview and Scrutiny Management Committee? The objective of the session would be to discuss and agree a protocol to improve the effectiveness and efficiency of the work of the Executive, Overview and Scrutiny Management Committee and Overview and Scrutiny Committees. The out-comes from the session could be measured by:
  - a. Increasing the number of clear and transparent contributions to service improvements from the Executive and Overview and Scrutiny Committees.
  - b. Increasing the number of clear and transparent contributions to policy by Overview and Scrutiny Committees and the Executive
  - c. Increasing the number of clear and transparent contributions to the efficiency and effectiveness of the Council by the Overview and Scrutiny Committees and the Executive
3. Can we ask the Member Training and Development Group to organise a half day development session for the Management Team and the Overview and Scrutiny Management Committee? The objective of the session would be to discuss and agree a protocol to improve the effectiveness and efficiency of the work of the Management Team, Overview and Scrutiny Management Committee and Overview and Scrutiny Committees. The out-comes from the session could be measured by:
  - a. Increasing the number of clear and transparent contributions to service improvements from the Management Team and Overview and Scrutiny Committees.
  - b. Increasing the number of clear and transparent contributions to policy by Overview and Scrutiny Committees and the Management Team
  - c. Increasing the number of clear and transparent contributions to the efficiency and effectiveness of the Council by the Management Team and the Overview and Scrutiny Management Committee

4. As the Overview and Scrutiny Management Committee has taken on the role of Performance and Resources can we appoint a new Information, Communication and Technology sub group at the next meeting? This is important as the Executive is considering the ICT Strategy. There is also a need to broaden this group. The previous members were Alistair Norwood (Chairman), Anne Bradshaw, Keith Hitchen and Norman Williams. As Alistair is on Audit I would like to suggest that we consider the following members, Anne Bradshaw, Keith Hitchen, Norman Williams, Michael McVeigh, Doug Wilson and the Officer responsible for ICT. The following points were due to be considered by the ICT sub group prior to the election, I would like to suggest that these points be considered by the Overview and Scrutiny Management Committee as a basis for the work of the group:
- a. that the group has the support of a dedicated member of Member Services
  - b. that we have agendas formulated by the chair through member services
  - c. members of the group can add to the agenda through member services
  - d. that the group be increased by one person with knowledge and interest in information and communication technology
  - e. that the group meets monthly and a standing item on the agenda is the review of the ICT action plan
  - f. the group should produce reports for the Overview and Scrutiny Management Committee
  - g. that the group assist the Member Training & Development Panel increase member use of ICT
  - h. the group should review all requests for new ICT hardware and software and make recommendations to the executive
  - i. the group should be called the Information and Communication sub group

I am sending a copy of this letter to Neil and members of the Overview and Scrutiny Management Committee so that we can discuss the points at the next meeting.

Regards

Keith