OVERVIEW AND SCRUTINY
IMPROVEMENT AND COMMUNICATIONS PLAN
2015/16
Update as at October, 2015

Objective	Action	Success Criteria	Progress
1. TO LEAD AND OWN THE SCRUTINY PROCESS			
♦ Champions of value of scrutiny as vehicle for public accountability	♦ Promote scrutiny role by publicising success via e.g. annual report, scrutiny bulletin, Pendle News, press and media including local government media	Annual report published, 3 Scrutiny bulletins published, 1 article in Pendle News, 6 positive Press articles.	Annual report published May, 15. Number of scrutiny bulletins reduced to 1 per year, to be published November. No Pendle News published as yet. Press coverage of Promoting Pendle surveys.
♦ Active engagement in committee	♦ Ensure that information is made available in advance to allow members sufficient time to prepare and be adequately briefed.	95% of Panel briefing papers despatched at least 3 working days in advance of meeting.	100% achieved.
	♦ Improve attendance at pre-meeting question setting sessions in preparation for meetings where witness evidence is to be taken.	At least 66% Members attending pre-meeting question-setting.	56% achieved.
♦ Arrangements in place to ensure active engagement of members in scrutiny role	♦ Promote value of scrutiny amongst all political groups and seek full involvement.	95% cross party attendance at SMT briefings.	75% achieved
	♦ Ongoing training for team/panel leaders in chairing skills, e.g. accommodating differing views and reaching collective judgements	Inclusion of chairing skills training in scrutiny training programme/ discussion to be held with newly appointed panel leaders.	Training programme not delivered due to low numbers. Chairing discussed with panel leaders.
♦ Adequate public accountability and community leadership	♦ Encourage greater public input to annual Work Programme by increasing the opportunities to put forward suggestions.	Introduce 1 additional opportunity for public participation.	81% of suggestions received were put forward by the public.
♦ Independent work programme informed by interests and concerns of public	♦ Work programme reflects issues raised directly by public.	Topics included in work programme	To carry out a review of the Council's policies for safeguarding vulnerable people.

♦ Deliberative skills and consensus building	♦ Training programme available for members.	Training delivered as planned.	Not delivered due to low numbers.
♦ Appropriate induction and development	♦ Continue to provide in-house scrutiny development programme and other training on scrutiny specific topics as required.	Members have access to appropriate training.	ditto
	♦ Consider alternative approaches to induction.	Individual briefings, mentoring etc. made available. Potential for joint training explored.	Individual briefings offered. Potential for joint training being explored.
2. TO REFLECT THE CONCERNS AND ENABLE THE VOICE OF THE PUBLIC			
♦ Representing and engaging diverse communities	♦ Build relationships with voluntary and community organisations.	Involvement of interest groups in appropriate work.	Involved P&TCs, businesses and public in Promoting Pendle Review. Pendle Seniors and Critical Friends involved in H&SC Panel.
♦ Promoting public understanding of the scrutiny role	♦ Ensure scrutiny's high profile on Council's website.	Regular highlights on website front page	Annual report, bulletins, public input into reviews highlighted.
	♦ Disseminate scrutiny information as widely as possible e.g. leaflet, bulletin, annual report, review reports.	Literature available in public places and to all stakeholders.	Also include Housing Pendle and Pendle Leisure Trust.
	♦ Consider use of other organisations' newsletters, focus groups to discuss scrutiny topics, use of Pendle News, Grapevine, internal staff meetings/briefings. ♦	Evidence of a range of approaches.	Diminishing scope for this approach.
♦ Open and transparent processes with public access to information	♦ Develop different ways of ensuring openness.	Hold more meetings at venues other than the town hall Develop email distribution list.	No meetings held outside Town Hall this year. Distribution list now stands at 162.
	♦ Establish process for dealing with Crime and Disorder matters and consider on a regular basis.	Crime and Disorder issues addressed on at least a six-monthly basis.	Community Safety lead reports to SMT six monthly - last reported to August meeting. Also receive regular updates on the work of the Police and Crime Panel.

♦ Active listening and sympathetic questioning	♦ Seek "witness" feedback to determine if experience is positive.	80% positive feedback	No feedback received to date.
3. TO CHALLENGE EFFECTIVELY EXECUTIVE POLICY AND DECISION MAKERS			
♦ Clarity of purpose	♦ Agree scrutiny priorities and adopt mechanism to ensure adequate emphasis is placed on each.	SMT agree priorities and adopt mechanism.	Included in papers relating to development of work programme.
♦ Constructive, robust and purposeful challenge	♦ Ensure "Critical friend", evidence-based challenge to influence policy and decision making objectively. ♦	95% of recommendations adopted.	100% of recommendation adopted.
♦ Respect for scrutiny role as legitimate check on Executive	♦ Greater scrutiny input into policy development.	More work commissioned by Executive.	No work commissioned by Executive.
♦ Constructive working relationship with Executive colleagues and external bodies	♦ Workshop(s) for scrutiny/exec. members to help develop mutual understanding of the role, increased joint working etc.	2 Workshops held as planned.	Workshop held in March. Further workshop to be arranged.
	♦ Integrate scrutiny function with rest of Council's work and help focus on its priorities.	Clear forward work plans for Exec. & Scrutiny which focus on priorities.	Executive forward plan still offers limited opportunities for scrutiny.
♦ Work programmes fit existing corporate processes	♦ Require Executive Forward Plan to be more meaningful and useful to scrutiny.	Service Managers ensure early submission of items into Forward Plan.	Ditto Members should consider how improvements can be achieved.
4. TO DRIVE IMPROVEMENT IN PUBLIC SERVICES			
♦ Strategic review of corporate policies, plans and budgets	♦ Ensure involvement at appropriate stages during policy development, service planning, objective and budget setting.	Built into scrutiny work programme and protocol for relationship with Exec.	Doesn't work in practice.
♦ Co-ordinate reviews of policy and service performance in line with strategic objectives	♦ Ensure involvement in policy reviews.	Built into scrutiny work programme.	A scrutiny review of Promoting Pendle has been carried out and progress is being monitored.
♦ Monitor recommendations	♦ Require clear reasons where recommendations not accepted within statutory period	Sound reasons provided.	Response required within two months. Progress monitored six-monthly.

♦ Analysis and interpretation of performance data	♦ Improved attention to financial performance	Regular reporting of revenue and capital spending.	Members are referred to the Strategic Monitoring Report which appears regularly on the Executive agenda and is available to all Members.