

ARRANGEMENTS FOR REVIEWING PREVIOUS SCRUTINY RECOMMENDATIONS

DRAFT GUIDANCE

1. Scrutiny as a function, needs to track progress to:
 - Ensure that agreed recommendations are implemented
 - Measure what has been achieved as a result of the scrutiny recommendations - a fundamental part of the performance monitoring for scrutiny
2. The Scrutiny Toolkit advocates adoption of SMART (Specific, Measurable, Achievable, Relevant, Time Based) recommendations. This will form a clear basis for reviewing the implementation of Overview and Scrutiny recommendations.
3. Following approval of recommendations, the relevant link officer, in consultation with the relevant Cabinet Member, will draw up an action plan briefly setting out how the decision will be implemented, including any success measures and timescale for implementation. The Action Plan will be in the format set out below:

Recommendation	Proposed Actions	Success Measures	Responsibility	Date

4. The Action Plan will be submitted to the relevant Select Committee within one month of the approval of recommendations and will enable the Select Committee to schedule a date to receive a report reviewing progress. As a guide this initial review report would normally be submitted to the Committee between 6 and 12 months from receipt of the Action Plan.
5. The relevant link officer, in consultation with the relevant Cabinet Member(s), is responsible for collating the report on progress to the Select Committee in the format set out at **Annex 1**. The Link Officer/Cabinet Member states their view of where progress currently lies according to the criteria set out at **Annex 2**.
6. The relevant Cabinet Member and relevant link officer will attend the meeting of the Select Committee to discuss progress in relation to the recommendations.
7. If the Select Committee does not agree with the view of the Cabinet Member on progress, the Select Committee may need to give further

guidance on what will demonstrate achievement and ensure that this is clearly understood.

8. The final arbiter as to the status of a recommendation where there is a disagreement between the Select Committee and Cabinet/officer view will be the Executive Scrutiny Committee/Council (ultimately).
9. There may be instances (particularly with older recommendations) where the Select Committee may take the view that other developments now supersede the need to achieve the recommendations.
10. Where, as a result of the review process, further issues or concerns emerge, these issues will be recorded and brought to the attention of the Executive Scrutiny Committee who will decide whether they warrant further review work.
11. The Executive Scrutiny Committee will also receive a regular overview on the implementation of previous recommendations across the Scrutiny function.