

Ref	Areas of concern	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Authority's response	Timescale
1	Resolve the issue of dedicated officer resources for all elements of the new arrangements as soon as possible.				Resolved (on the basis of the restructuring of the Council's Scrutiny arrangements and recruitment of officers to support this). The new arrangements are resourced as follows:- 4 full time officers (supporting specific issues). 1½ full time officers for Health, Scrutiny. Additionally a sum of £20,000 has been dedicated to research.	
2	Ensure that members have further training on how to declare an interest.	3	DoLDS		Training undertaken for Planning Control Committee. Ongoing action on awareness raising carried out through the Standards Committee. Review of effectiveness of Code of Conduct to be undertaken in accordance with the improvement plan – BVR of Corporate Governance.	June 2003
3	Review the performance, role and responsibilities of lead members.	3	ACE/DoLDS		Reviewed by the Deputy Chief Executive (this having been identified in the CPA process) Members of Executive are now more involved in the areas of their portfolio and 'front' service/policy issues.	June 2003
4	Ensure that the decision recording system is operational on the widest basis possible ie taking in scrutiny and area boards as well as the executive, as soon as possible.	3	DoLDS		The Committee Management System is now available on the Internet and Intranet taking in all forums.	

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5	Confirm the role for scrutiny, whether it is scrutiny for or by the committees and ensures that there is authority-wide understanding of this role and the implications the role has on resources	3	ACE/DoLDS		This has been undertaken at training sessions for members (on the fundamental/practical issues of scrutiny. A practical exercise was also undertaken dealing with a particular issue as part of the training). A Scrutiny Pack has been produced which also clarifies the role.	
6	Review the current format, means of publication and use of the Forward Plan to ensure that it can be used as a tool by scrutiny.	3	DoLDS		The Forward plan has been reviewed. It is submitted, in extract with, relevant issues to each Scrutiny Panel to enable the panels to review any matters prior to consideration by the Executive. The emphasis is now on high quality pre, rather than post decision scrutiny.  The Forward Plan will be available on the Committee Management System in due course, which will increase its efficacy, given the systems facility of carrying out "key word" searches.	Ongoing
7	Ensure that all reports comply with the standard format set out in the Guidance Note.	3	DoLDS		Currently changing the format of reports to "issues papers" and other methods of presenting information, not in the traditional Committee style reports. The Guidance Note to officers will then be re-drafted to reflect this.	April 2003

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8	Ensure that members are clear about the options for agenda planning and how it should relate to their work programme and the Forward Plan.	3	ACE/DoLDS		Work has been done to improve actual practice and the training and Scrutiny Pack should have ensured that members are clear about this.	
9	Ensure that the focus of health scrutiny is on issues rather than individual health bodies.	3	ACE		A protocol has been developed by The Assistant Chief Executive to meet this area of concern.	Ongoing
10	Consider hosting a brief planning session for the Chair and key members (not Executive Members) prior to the start of each meeting.	3	ACE/DoLDS		The Authority will consider brief planning sessions in order to obtain clarity about the purpose of the meeting and what Members wish to achieve as outcomes of the meeting, where appropriate. More planning will be undertaken in the work programme and the Scrutiny Pack sets out advice on planning. Ultimately the Scrutiny Management Committee plans the work programme and manages referrals to and from the Executive.	April 2003
11	Consider how members can be further supported in their community representative role.	3	ACE/DoLDS		This will be dealt with as a development issue within the remit of the Member Training & Development Group. Phase 2 the Area Board Initiative Plan (April 2004) will also deal with neighbourhood renewal, community cohesion and community development.	April 2004

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12	Further work is required to improve officers' awareness and compliance with the new arrangement.	3	DoLDS		Raised at Chief Executive's briefing to re-enforce compliance with the constitutional arrangement internal training provided.	June 2003
13	Ensure reports to Chief Officers and Members include robust financial data, especially forecasts, to help provide early warning of budget overspends.				Resource Scrutiny receives regular financial monitoring reports and in depth work has been carried out to ensure members are aware of Policy Led Budgeting. The roles of Resource Scrutiny Panel and Audit Sub Committee have been clarified	Ongoing
14	Ensure that arrangements have been put in place so that members can declare an interest and appropriate action can be taken to deal with these conflicts of interest where they occur.				Area Boards do not determine grants to voluntary organisations. A corporate framework is being developed on a policy led approach. Members recommendations will be made on the basis of this for approval and the actual grant will then be delegated to the Director of Finance and E-Government.	Ongoing
15	Review the current arrangements for referral to the Area Boards for resolution of local issues.	2	ACE/DoLDS		The links are set out in the current arrangements for issues raised at Area Boards to be picked up by Scrutiny. The links will be emphasised in the area initiative plan which is currently in draft and further work will be done by the Area Board Co-ordinators with Chairs of the Area Boards.	Ongoing