

## APPENDIX A – WAO Peer Review Action Plan

Area for consideration	Proposed actions	Lead	Timescale
<b>Scrutiny Environment</b>			
<b>Citizen Engagement – restricted space for public attendance</b>	<ul style="list-style-type: none"> <li>Review the approach and consider additional capacity requirements according to need.</li> </ul>	<b>PJE/RJR</b>	<b>End of Sept 2013</b>
<b>Continue to raise the profile of scrutiny</b>	<ul style="list-style-type: none"> <li>Strategy developed in cooperation with Gill Watkins. specific approach – hard to reach groups etc.</li> </ul>	<b>Ceri Owen</b>	<b>End of July 2013</b>
<b>Reports to Cabinet to include a section to ensure scrutiny comments accurately reflected.</b>	<ul style="list-style-type: none"> <li>Cabinet to consider suggestion of including an additional section within Cabinet report template – best practice example Wrexham</li> </ul>	<b>Gareth Owen / PJE</b>	<b>End of Dec 2013</b>
<p><b>A degree of challenge observed, but from the observed meetings there could have been more in-depth, follow up questions – training?</b></p> <p><b>What value was added by scrutiny</b></p> <p><b>Certain aspects of training to be made compulsory</b></p> <p><b>Training not well attended</b></p>	<ul style="list-style-type: none"> <li>O &amp; S Member training needs analysis – taking into account specific skills required for effective scrutiny – e.g. questioning skills / Different chairing skills / encourage apolitical environment etc. (avoid groups sitting together ) Why poor attendance? Need for certain aspects to be compulsory ? (audit/planning).</li> </ul>	<b>Constitution Committee to consider</b>	<b>End of Dec 2013</b>
<b>Inconsistency between scrutiny committees in terms of pre-meetings.</b>	<ul style="list-style-type: none"> <li>Review approach to scrutiny pre-meetings with Chairs / Vice Chairs /PLET Team / CMT.. The issue of variation is accepted but there has to be some flexibility that allows judgment to be used based on the different needs of O &amp; S Committees.</li> </ul>	<b>RJR</b>	<b>End of Sept</b>

<b>Value of an executive summary or briefing note for lengthy reports/documents.</b>	<ul style="list-style-type: none"> <li>To be considered</li> </ul>	<b>Gareth Owen</b>	<b>Dec</b>
<b>More detailed recommendations to be agreed and recorded to better reflect the discussions at the meeting (most recommendations in the observed meetings appeared to be “note the report”).</b>	<ul style="list-style-type: none"> <li>Discuss with Chairs/Vice Chairs/ Directors/ O &amp; S Team. Outcome focused recommendations required – avoid note the report</li> </ul>	<b>Report Authors / Directors</b>	<b>Dec</b>
<b>Look at other ways to deal with ‘awareness raising items to create capacity.</b>	<ul style="list-style-type: none"> <li>Discuss with Chairs/Vice Chairs/ PLET Team/Directors and Group Leaders (this has stopped following Member Development Programme encompassing the awareness raising role).</li> </ul>	<b>MPJ</b>	<b>Dec</b>
<b>Members of public not allowed to routinely speak at scrutiny</b>  <b>No evidence of public interest in scrutiny items (enhanced publicity).</b>	<ul style="list-style-type: none"> <li><b>Consider as element of Citizen Engagement Strategy – Measure etc</b></li> <li><b>As above</b></li> </ul>	<b>RJR</b>	<b>Dec</b>
<b>Collaborative Scrutiny</b>	<ul style="list-style-type: none"> <li>Consider working together to drive collaborative scrutiny of particular issues – Statutory Guidance from the Local Government Measure 2011 now issued – Section 28 Joint Overview &amp; Scrutiny Committees</li> </ul>	<b>P</b>	<b>Dec</b>
<b>Consider the impact of the limited resource available and impact on expert witnesses etc</b>			
<b>SCRUTINY PRACTICE</b>			
<ul style="list-style-type: none"> <li>Reports to Cabinet to include a section to ensure scrutiny comments are accurately reflected</li> </ul>	See under scrutiny practice	<b>Gareth Owens</b>	<b>Dec</b>
<ul style="list-style-type: none"> <li>More clearly defined recommendations</li> </ul>	See under scrutiny practice	<b>RJR/MPJ/CO</b>	<b>Dec</b>
<ul style="list-style-type: none"> <li>Engage local members more formally on issues affecting their communities (as the voice of local people)</li> </ul>	Chair/Vice Chairs to consider (Denbighshire example)	<b>RJR/MPJ/CO</b>	<b>Dec</b>