

WAO Peer Review Action Plan

	Area for consideration	Proposed Actions	Lead	Timescale	Actions Carried Out
1.	Citizen Engagement – restricted space for public attendance	<ul style="list-style-type: none"> Review the approach and consider additional capacity requirements according to need 	Robert Robins	End of Sept 2013	Tables to be moved from public gallery and extra chairs put in as required (as per the suggestion made at the Constitution Ctte)
2.	Continue to raise the profile of scrutiny	<ul style="list-style-type: none"> Strategy developed in cooperation with Gill Watkins. Specific approach – hard to reach groups etc. 	Ceri Owen	End Dec 2013	Work in progress
3.	Reports to Cabinet to include a section to ensure scrutiny accurately reflected	Cabinet to consider suggestion of including an additional section within Cabinet report template – best practice example Wrexham.	Gareth Owens/ Peter Evans	End Dec 2013	Work in progress
4.	A degree of challenge observed, but from the observed meetings there could have been more in-depth, follow up questions – training?	<ul style="list-style-type: none"> O & 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 etc) Why poor attendance? Need for certain aspects to be compulsory? (Audit/planning). 	Peter Evans	On-going	Julia Wright has been booked to carry out three training sessions: 14.00-17.00, 18.00 -21.00 31 st October 9.30-12.30 1 st November.
5.	What value was added by scrutiny?				
6.	Certain aspects of training to be made compulsory	<ul style="list-style-type: none"> Training not well attended Chair/Vice-Chairs/PLET team to consider further 	Robert Robins	On-going	At the meeting of the Democratic Services committee

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					which was held on 17/7/13, it was recognised that making training compulsory was neither possible nor desirable. However, Group Leaders could be asked to encourage their respective members to attend.
7.	Inconsistency between scrutiny committees in terms of pre-meetings	Review approach to scrutiny pre-meetings with Chairs / Vice Chairs /PLET Team / CMT. To be considered. 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 & S Committees.	Robert Robins	On-going	Whether a chair wants a briefing or not depends on the content of the agenda. A 'mixed economy' approach is likely to prevail
8.	Value of an executive summary or briefing note for lengthy reports/documents	To be considered	Gareth Owens	End Dec 2013	Work in progress
9.	More detailed recommendations to be agreed and recorded to better reflect the discussions at the meeting (most recommendations in	Discuss with Chairs/Vice/Chairs/Directors/ O & S Team. Outcome focused recommendations required – avoid 'note the report'.	Report Authors/ Directors	End Dec 2013	Work in progress Officers advising ctte chairs to frame resolutions to be active rather than

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	the observed meetings appeared to be “note the report”.				passive.
10.	Look at other ways to deal with ‘awareness raising items to create capacity within work programmes.	Discuss with Chairs/Vice Chairs/PLET team/Directors and group leaders. Workshops to raise Member awareness continue to be a popular and effective way of achieving this, despite WAO misgivings. Workshops augment rather than circumvent the scrutiny process.	O&S Team	End Dec 2013	Work in progress
11.	Members of public not allowed to routinely speak at scrutiny	Consider as element of Citizen Engagement strategy – Measure etc	O&S Team	End Dec 2013	Work in progress
12.	No evidence of public interest in scrutiny items (enhanced publicity).	Consider as element of Citizen Engagement strategy – Measure etc	O&S Team	End of December 2013	Work in progress
13.	Consider the impact of the limited resource available and impact on activity e.g. expert witnesses, training, etc	The use of expert witnesses at O&S has been very limited and this is not regarded as a particular problem. Resources for training are still available in the current financial year (see number 4 above) The officers would be able to deliver training in house.	O&S Team	On-going	Work in progress
14.	Engage local members more formally on issues affecting their communities (as the voice of local people)	Chair/Vice Chairs to consider (Denbighshire example)	O&S Team	End Dec 2013	Work in progress

