

Feedback received on Scrutiny Ways of Working

24th October 2017

- Ensure that the groups set their meeting dates well in advance (except for urgent discussions). Some groups have been meeting with too little notice for interested councillors to make them. It may even be useful to set meetings that are then cancelled if there's nothing to discuss.

- Ensure the setting of meeting dates is done through consultation with all group members rather than by decision at the previous meeting. This has also happened and has again meant that some interested councillors haven't been able to make the meetings.

- Ensure that meeting notes are sent out in a timely fashion so all group members can keep up to date. I don't know of instances myself but apparently this may not have been happening for all groups.

- It may be useful for meeting times and notes to be sent by the scrutiny officers to the political group officers, so the latter can advertise to and inform their members.

- At the first meeting of many of the groups it was clear that different members had different interpretations of the purpose and scope of the groups and had come with very different expectations of what they were examining. To address this OSMB should consider tightening the scopes of the groups and then using this to be clear in communications when seeking membership for the groups. The first meeting then would only need to do a brief review of the scope and could progress quickly.

- Diary management is key for members and we need to develop a better system of canvassing for dates and then securing dates asap. This is not a reflection on officers as it is very difficult to coordinate across various diaries but we should agree a timescale for obtaining feedback on dates and then sticking with one.

- Regular attendance is quite critical and if members are unable to attend sessions they need to familiarise themselves with the topic and talk to other members to get up to speed. Work is delayed if members come in at the end having not been involved previously.