

Appendix 1 – Action plan

Page No	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
6	R1 Assess and review the amount of senior officer time spent on serving the current democratic arrangements and whether that currently provides value for money.	2	Chief Officers	Yes	Average figures for the current democratic arrangements to be collated and assessed.	30/10/08
6	R2 Continue to support and develop the training for the scrutiny function. Including the on going provision of training for new scrutiny members and the development of more tailored training such as performance management.	3	Matthew Hebden	Yes	Additional scrutiny training sessions to be arranged for Chairs and new scrutiny members following the elections. Performance management training has been carried out since the production of this report.	30/10/08 29/01/08
6	R3 Review the current scrutiny committee structure and clearly identify the remit of each committee in order to reduce duplication of activity and review. Including: <ul style="list-style-type: none"> ensure that performance information is reported to the most relevant committee; and that all committee have put in place work programme for the coming municipal year. 	2	Simon Goacher Chief Officers Andrea Grant	Yes	To be carried out as part of the Annual Review of the Constitution Review the provision of performance information to ensure the relevance to specific OSCs. Guidance is being produced by corporate performance on how / when scrutiny committees should receive performance reports. Development of work programmes to be considered as the first item of business at each OSC in the new Municipal Year.	14/07/08 30/09/08 14/07/08

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6	<p>R4 Continue to review the arrangements for cabinet in order to further reduce the number of items considered. Including:</p> <ul style="list-style-type: none"> • review the effectiveness of the virtual committee in reducing items taken to cabinet; and • monitor the impact of the new scheme of delegation in reducing the cabinets work load and explore the opportunity to extend the scheme further. 	2	Simon Goacher	Yes	The scheme of delegation to be reviewed as part of the Annual Review of the Constitution.	14/07/08
6	<p>R5 Review current performance indicators to ensure they enable members to understand the impact and value for money of the Council activities.</p>	2	Russ Glennon	Yes	Corporate indicators have been reviewed for 2008/9 and will be reviewed again annually. Finance Department is exploring unit / service cost indicators.	30/09/08