



## SCRUTINY COMMITTEE

Thursday 25 July 2019

### REVIEW OF THE SCRUTINY COMMITTEE'S FORMS AND GUIDES

#### EXECUTIVE SUMMARY

1. A regular review of the various practical guides on the work of the Scrutiny Committee and also of the forms which support the governance to enable decisions of the Executive, portfolio holders or authorised Officers to be called-in, if and as appropriate, is considered to be good practice and helps to ensure such documents remain up-to-date and relevant.

|                               |  |
|-------------------------------|--|
| Is the report Open or Exempt? | Open   |
| Wards Affected:               | All  |
| Cabinet Member:               | Councillor Stuart Bird, Chairman of the Scrutiny Committee   |
| Supporting Officer:           | Hilary Slater<br>Head of Legal & Democratic Services<br><a href="mailto:Hilary.slater@eastsuffolk.gov.uk">Hilary.slater@eastsuffolk.gov.uk</a> |

## **1 INTRODUCTION**

- 1.1 A regular review of the various practical guides on the work of the Scrutiny Committee and also of the forms which support the governance to enable decisions of the Executive, portfolio holders or authorised Officers to be called-in, if and as appropriate, is considered to be good practice and helps to ensure such documents remain up-to-date and relevant.
- 1.2 The documentation which the Scrutiny Committee is asked to consider is:
- The Scrutiny Handbook (a practical guide for members of the Scrutiny Committee). The Handbook includes guidance on the call-in process (which provides the platform for the soundness and reasonableness of decisions to be assessed) and guidance on Councillor Call for Action (CCfA) Procedures.
  - The related call-in form
  - The related CCfA form
  - The Guide for External Witnesses (who may be called to attend a meeting of the Scrutiny Committee)
  - A scoping form (for use when suggesting potential topics for the Scrutiny Committee to consider within its work programme)

## **2 FINANCIAL AND GOVERNANCE IMPLICATIONS**

- 2.1 A key element of the Scrutiny Committee's role is to work in conjunction with, but independently of, Cabinet to ensure the Cabinet is constructively challenged for its actions through the promotion of open and transparent decision-making and democratic accountability. The Scrutiny Committee also has a role in ensuring the Council's policy and budgetary framework is worked to.

## **3 OTHER OPTIONS CONSIDERED**

- 3.1 No other options were appropriate.

## **4 REASON FOR RECOMMENDATION**

- 4.1 To facilitate a refresh of key scrutiny-related documentation used in support of democratic accountability.

### **RECOMMENDATION**

That, having reviewed the refreshed documentation attached as appendices A – E to this report, these be approved and adopted by the Scrutiny Committee

### **APPENDICES**

|                   |                                  |
|-------------------|----------------------------------|
| <b>Appendix A</b> | The Scrutiny Handbook            |
| <b>Appendix B</b> | The Guide for External Witnesses |

|                   |                                     |
|-------------------|-------------------------------------|
| <b>Appendix C</b> | The call-in form                    |
| <b>Appendix D</b> | The Councillor Call for Action form |
| <b>Appendix E</b> | Scoping form for suggested reviews  |

**BACKGROUND PAPERS** Please note that copies of background papers have not been published on the Council's website [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk) but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.

| Date | Type | Available From |
|------|------|----------------|
|      | NONE |                |