

East Midlands Scrutiny Network**Friday 29 March 2019****Chesterfield Borough Council****Attendees**

Bassetlaw District Council	Richard	Gadsby
Bolsover District Council	Joanne	Wilson
Bolsover District Council	Cllr Karl	Reid
Chesterfield Borough Council	Rachel	Appleyard
Chesterfield Borough Council	Cllr Peter	Innes
Chesterfield Borough Council	Cllr Kate	Sarvent
Chesterfield Borough Council	Cllr Tricia	Gilby
East Midlands Councils	Kirsty	Lowe
Gedling Borough Council	Helen	Lee
Gedling Borough Council	Cllr Marje	Paling
Kettering Borough Council	Cllr Mick	Scrimshaw
Lincolnshire County Council	Nigel	West
North Kesteven District Council	Chris	Fox
Northampton Borough Council	Tracy	Tiff

Apologies

Bassetlaw District Council	Cllr John	Shepherd
Blaby District Council	Linda	McBean
Charnwood Borough Council	Michael	Hopkins
Erewash Borough Council	Angela	Taylor
Hinckley and Bosworth Borough Council	Rebecca	Owen
Rutland County Council	Natasha	Taylor
South Northamptonshire and Cherwell	Emma	Faulkner
North East Derbyshire District Council	Sue	Veerman

Notes**Welcome from Cllr Karl Reid, Chair of the East Midlands Scrutiny Network**

Cllr Karl Reid welcomed network members to Chesterfield and thanked Chesterfield Borough Council for hosting the network meeting.

Cllr Tricia Gilby, Leader of Chesterfield Borough Council welcomed network members and provided a brief introduction to the borough council, including the role and value of scrutiny in making Chesterfield a great place.

Minutes from the last meeting

The minutes of the last meeting were agreed.

Task and Finish Group

Kirsty provided an overview to the approach for the meeting, which would focus on Task and Finish group working through facilitated discussion. She invited network members to work in small groups to discuss four areas;

1. The process for deciding what becomes a task and finish group
2. Scoping process, project plans and deciding members of the group
3. How the project is carried out and monitored
4. Presenting findings, how are these presented, who to, who presents them etc. In addition; post project group evaluation and reflection

She informed the network members that facilitators would support the discussions and capture the key points. At the end of each discussion point the groups would be invited to report back to the whole network, capturing themes from the discussions.

The facilitated discussion captured these key points;

The process for deciding what becomes a Task and Finish Group

- Work programming approaches
- Public/closed environment
- Time and resource – can it be looked at in another way?
- Expectations/outcomes/measurable
- Engagement through Task and Finish / Project Groups
- Cost implications
- Don'ts on 'pet subjects' and reoccurring areas
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Examples

- **Bolsover District Council** - Topic Suggestion Form – [http://www.emcouncils.gov.uk/write/BDC -
_Topic_Suggestion.pdf](http://www.emcouncils.gov.uk/write/BDC_-_Topic_Suggestion.pdf)
- **Chesterfield Borough Council** - Guidance Document for Scrutiny Project Groups here [http://www.emcouncils.gov.uk/write/Chesterfield_Borough_Council -
_Guidance_Document_for_Scrutiny_Project_Groups.pdf](http://www.emcouncils.gov.uk/write/Chesterfield_Borough_Council_-_Guidance_Document_for_Scrutiny_Project_Groups.pdf)
- **Chesterfield Borough Council** - Project Start report here [http://www.emcouncils.gov.uk/write/Chesterfield_BC - SPG -
_Project_Start_Report_2019_draft.pdf](http://www.emcouncils.gov.uk/write/Chesterfield_BC_-_SPG_-_Project_Start_Report_2019_draft.pdf)

Scoping process, project plans and deciding members of the group

- Documentation
- Interest and skill level for engagement over political balance
- Agreement process
 - Initial discussion
 - Scope – lead service manager
 - Approval
 - Help to clarify
- Co-optees – What value they could bring? (Northampton BC example of this)
 - Panel to decide

- What is not going to be included – but flexibility

Examples

- **Bolsover District Council** - Review Scope [http://www.emcouncils.gov.uk/write/BDC - Review Scope.pdf](http://www.emcouncils.gov.uk/write/BDC_-_Review_Scope.pdf)
- **Northampton Borough Council** Protocol here [http://www.emcouncils.gov.uk/write/Northampton BC - scrutiny panel protocol.pdf](http://www.emcouncils.gov.uk/write/Northampton_BC_-_scrutiny_panel_protocol.pdf)
- **Bolsover District Council** - Scrutiny Work programme [http://www.emcouncils.gov.uk/write/BDC- Scrutiny Work Programme.pdf](http://www.emcouncils.gov.uk/write/BDC-Scrutiny_Work_Programme.pdf)
- **Bolsover District Council** - Process guide for task and finish scrutiny [http://www.emcouncils.gov.uk/write/BDC - Process Guide - task and finish.pdf](http://www.emcouncils.gov.uk/write/BDC_-_Process_Guide_-_task_and_finish.pdf)
- **Charnwood Borough Council** - Scrutiny scoping process [http://www.emcouncils.gov.uk/write/Charnwood BC - Scrutiny Protocol.pdf](http://www.emcouncils.gov.uk/write/Charnwood_BC_-_Scrutiny_Protocol.pdf)

How the project is carried out and monitored

- Time line of events
- Delegation
- Use of technology to share information
- Length of review: 12 weeks – 12 months
- Better to make it short and sharp
- Confidence to stop a review
- Ideal end point
- Core questions
- Scene setting meeting
- Keeping on scope

Examples

- **Northampton Borough Council** Protocol here [http://www.emcouncils.gov.uk/write/Northampton BC - scrutiny panel protocol.pdf](http://www.emcouncils.gov.uk/write/Northampton_BC_-_scrutiny_panel_protocol.pdf)

Presenting findings, how, who to and who by, reflection and evaluation

- Report
- Reporting writing
- Scrutiny committee for approval
- Discussion about full council recommendation – engagement
 - Monitoring – 6 months
 - Evaluation
 - Executive response timing
 - Inform on this
 - Balance of positive and negative
 - Buy in to recommendations

Examples

Chesterfield Borough Council - Final Project Group Report Template here [http://www.emcouncils.gov.uk/write/Chesterfield Borough Council - Final Project Group Report template.pdf](http://www.emcouncils.gov.uk/write/Chesterfield_Borough_Council_-_Final_Project_Group_Report_template.pdf)

Positive messages

- Public engagement
- Checking what others have done

Lessons learnt

- Evaluation – could/would do something differently
- Examples

Reflection on the discussions

The network members discussed the value of exploring task and finish group working collaboratively. The network briefly discussed how EMC could increase engagement from other local authorities that do not regularly attend. Kirsty agreed to invite all local authorities to the next network meeting on 28 June 2019 at Erewash Borough Council. She described how the upcoming local elections are an opportunity to engage with local authorities and those new to scrutiny.