

Policy Development and Scrutiny Process Flowchart

Scrutiny Committee

Date: 18th July 2016

Author:	Chair of Scrutiny Committee, and Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To review a flowchart indicating how non-executive Members may contribute more fully in policy development.
- 1.2 To consider how to promote awareness of these opportunities through the Scrutiny Committee as well as the Overview and Scrutiny Committees.

2. Recommendations

The Committee is recommended to:

- 2.1 To note and comment on the flowchart attached at Appendix A.
- 2.2 To encourage all non-Executive Members to be aware of the flowchart and the points at which they can seek to contribute to the Council's policy formation.
- 2.3 Authorise the Director of Law and Democratic services to include the flowchart within the necessary Scrutiny, and Overview and Scrutiny, committee papers.

3. Detail

- 3.1 The Council's Constitution gives Overview and Scrutiny committees the following key roles in policy development as Committees may:
 - 3.1.1 "Assist the Council and the Cabinet in the development of its Budget and Policy Framework by in-depth analysis of policy issues..." (Article 6.03(a)(i)) and
 - 3.1.2 "conduct research, community and other consultation in the analysis of policy issues and possible options."
- 3.2 In addition to this, the Councillor Role Definition for a Non-Executive Councillor states that a core purpose is to "Help form, develop and scrutinise Swindon Council's policies, budgets, strategies and service delivery (Part Five of the Constitution, Member Role Definitions).
- 3.3 However, anecdotal evidence from non-executive councillors suggests that there is a need for better understanding of the policy making process and the opportunities within that for them to contribute. While there is scrutiny of policies

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that Cabinet has approved, there is less confidence that non-Executive Members can help shape those policies prior to approval.

- 3.4 The Corporate Governance Review Working Group discussed possible changes to provide formal opportunities for overview and scrutiny committees or the Scrutiny committee to contribute prior to any Cabinet report. (Corporate Governance Review Working Group meeting 14th March 2016).
- 3.5 To assist non-executive councillors, the Chair of Scrutiny Committee has prepared, along with Committee and Member Services team, a flowchart attached at Appendix A. Members of the committee are invited to comment on the flowchart at the meeting and to question the Chair of Scrutiny.
- 3.6 If the committee agrees, the flowchart could be used as a tool to assist all non-executive councillors.

4. Alternative Options

- 4.1 The Committee could choose not to make use of the flowchart, or to amend it based on the discussions at the meeting and the advice of the Director of Law and Democratic Services.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no additional financial implications as the cost of any printing would be met within existing Committee and Member Services budgets.

Legal and Human Rights Implications

- 5.2 The author has considered legal and human rights legislation in the preparation of this report. It is considered that the report's recommendations are compatible with Convention Rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 None

Diversity Impact Assessment (DIA)

- 5.4 Since this proposal does not affect delivery of a specific service, no DIA was undertaken.

Risk Management

- 5.5 The usual risk management for the production of committee reports would apply.

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6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix A Scrutiny Process Flowchart