



*Suffolk Coastal... where quality of life counts*

The  
**Scrutiny**  
Handbook

A magnifying glass with a black handle and a silver rim. The lens is positioned over the word "Scrutiny", which is written in a large, bold, black font. The word "The" is to the left of the lens, and "Handbook" is below it.

Fourth edition – June 2011

# The Scrutiny Handbook

## Contents

---

	Page
Foreword	2
Scrutiny Explained	3
Roles & Responsibilities	4
Partner & Public Involvement	5
The Scrutiny Committee	6
Planning the Work of Scrutiny	9
Conducting a Scrutiny Review	9
Call In: a brief guide	11
“Councillor Call for Action”	12
Glossary	14
Feedback	15
Appendix 1: The Council’s Corporate Priorities	16
Appendix 2: The Committee’s Terms of Reference	17
Appendix 3: Proposing a Topic Pro Forma	18
Appendix 4: The Scoring Matrix	20
Appendix 5: Call-In Request Form	21
Appendix 6: CCfA Request Form	22

## Foreword

This Handbook has been produced for the Elected Members and Officers of Suffolk Coastal District Council as a practical guide to the Council's Scrutiny function. It may also be useful to anyone with an interest in the work of the Scrutiny Committee at Suffolk Coastal.

Scrutiny has a vital role to play. In brief, it works in conjunction with (but independently of) Cabinet to ensure that Cabinet is publicly held to account for its actions – promoting open and transparent decision making and democratic accountability. It also has a role in ensuring that the Council's policy and budgetary framework is respected, and to help realise the five key aims of the Council's current Corporate Priorities, which are set out in Appendix 1.

In May 2011 the Council accepted a new arrangement that reduced the number of scrutiny committees from two to one. In doing so, the 'audit committee' responsibilities previously carried out by the Corporate Services Scrutiny Committee were removed to give a clearer focus to the Scrutiny role. The Council now has a separate Audit & Governance Committee.

The Terms of Reference of the Scrutiny Committee (SC) are set out in Appendix 2. Broadly speaking, the SC can review Council policy and performance and monitor Executive decisions. It can make recommendations on service delivery, set up working groups to conduct in depth investigations into selected aspects of the Council's work, and can 'call-in' Executive decisions. It is important to note, however, that the SC is an influencing body and not a decision-making body. The role of Scrutiny is therefore that of a 'critical friend' – checking and challenging decisions in a robust, constructive and purposeful way.

Scrutiny is an evolving process, and so this Handbook has been produced on the basis of guidelines for good practice rather than a rigid prescription of how Scrutiny should be carried out. We wanted it to be written in plain English, but recognised that some technical terms relating to Scrutiny and wider council business would be unavoidable. A glossary is provided on page 14 to explain those terms.

We welcome feedback on how well Scrutiny is working at Suffolk Coastal and suggestions for changes to the Handbook. This will help us to review good practice and develop even better arrangements for the future.

**Councillor Phillip Dunnett**  
**Chairman, Scrutiny Committee**

# Scrutiny Explained

## What is Scrutiny?

Scrutiny is about constructive criticism and open, transparent decision making in local government. It acts as a counterbalance and complements the decision making powers of the Executive.

The Scrutiny process provides an opportunity for elected members to examine the various functions of the Council, to ask questions about how decisions have been made, and to consider whether service improvements can be put in place. It facilitates debate about priorities, budget, the strategy of the Council, and the Council's vision for the District. Scrutiny also enables members to champion issues of public concern.

In addition, Scrutiny reinforces the Council's leadership role in promoting the well-being of the local community because it enables reviews of services provided by other public bodies to be carried out.

Scrutiny is a positive activity which, if carried out well, can contribute to the delivery of efficient and effective services that meet the needs and aspirations of local communities.

## What Scrutiny is not

Scrutiny is not a process for dealing with individual complaints or concerns. The Council has a separate corporate complaints procedure as well as systems within its Service Teams to deal with concerns and queries about individual cases.

## What can be scrutinised?

Scrutiny is not just confined to executive decisions. Any council decision, and indeed any aspect of the Council, can be scrutinised – which includes decisions of the regulatory committees and delegated officer decisions. However, the only decisions that can be called in (see page 11) are Cabinet and executive member decisions and any officer 'key' decisions.

## Scrutiny and the outside world

Under Part 1 of the Local Government Act 2000, councils were given the power to do "anything they consider likely to promote or improve the economic, social or environmental well being of the area". This allows Scrutiny to consider the actions of other organisations operating within the District that deliver public services and ask them to explain their activities.

## The role of Scrutiny summarised

- To provide a 'critical friend' challenge to the Executive as well as external authorities and agencies.
- To reflect the voice and concerns of the public and its communities.
- To enable elected members to take leadership of Scrutiny.
- To make an impact on the delivery of public services.

## Roles & Responsibilities

A variety of people are involved in Scrutiny and they have a range of roles and responsibilities.

### Scrutiny Chairman\*

- Provides leadership, ensuring that the SC is member led and owns its work programme.
- Keeps an eye on the bigger picture, reviewing the outcomes and impact of Scrutiny and ensuring it is adding value.
- Presents a positive image of the Scrutiny process.
- Develops a positive relationship with the Executive, portfolio holders and officers.
- Encourages contributions from all SC members.
- Ensures that Scrutiny meetings are conducted in an atmosphere of respect.

*\* At Suffolk Coastal the chairman will be a member of the Administration Group on the Council and the vice-chairman will be a member of the Opposition Group.*

### Scrutiny Members

- Contribute to SC meetings.
- Collect and assess evidence to produce effective recommendations.
- Act with authority, fairness and impartiality.
- Follow up the recommendations they make.
- Are committed to the development of Scrutiny.
- Show respect to other Members, Officers and invited representatives.

### Scrutiny Officer

- Ensures that Committee members are well informed on Scrutiny topics.
- Supports the development of work programmes.
- Ensures that Scrutiny is undertaken within a mainstreamed approach and contributes to service improvements.
- Tracks review recommendations and feedback responses.
- Shows respect to other Officers, Members and invited representatives.

### Council Officers

- Support the work and development of Scrutiny.
- Attend meetings as required.
- Produce reports as necessary.
- Show respect to other Officers, Members and invited representatives.

## **Partner & Public Involvement**

A primary aim of Scrutiny is to improve the quality of life for the local community, and so the views of people who live and work in the District are of vital importance.

Partners and the public can, for example, contribute specific expertise to topics being investigated, from a perspective either as service provider or recipient of the service.

Scrutiny work can also provide members with the opportunity to engage with groups within the community who may not readily get involved in the work of the Council – such as young people.

The involvement of partners and the public can add value to Scrutiny and strengthen the links between the Council and its stakeholders. Consequently, when embarking on an investigation the SC should be outward-looking and consider how partners and the public could be involved.

### **How can partners & the public become involved?**

Involvement can take a number of forms. One of these is formal ‘co-option’ to the Scrutiny committee. While this approach has a part to play in ensuring that certain stakeholders are represented, it may often be more valuable to involve partners and the public on a less formal basis in investigations to which they feel they can contribute.

Approaches which may be considered include the following:

- Inviting representatives of particular groups to participate in a review for its duration.
- Inviting people with expert knowledge, or representatives of particular groups, to give evidence to reviews.
- Inviting the public to give their views.

There is, of course, a limit to the amount of work that the SC can undertake at any one time and some matters suggested may be outside the remit of the Scrutiny function. As a guide, the SC generally investigates issues that affect the whole district, particular localities, groups of people or a range of services.

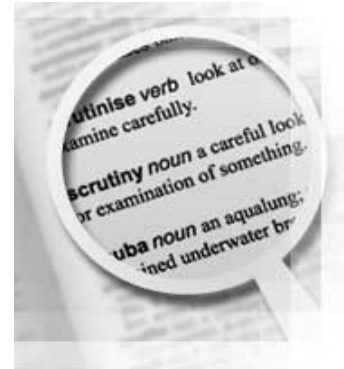
### **What cannot be reviewed?**

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These have to be pursued through the appropriate service unit, ward councillor or with the portfolio holder responsible for the matter in question. Nor does Scrutiny deal with individual complaints, which should be addressed through the Council’s complaints procedure.

# The Scrutiny Committee

## What does a Scrutiny Committee do?

In addition to checking decisions made by the Council's Executive, the SC can carry out investigative reviews of any matter that has an effect on the people who live in, work in or visit the District. Scrutiny reviews can, for example, look at old Council policies to help bring them up to date. They can look at why a service area in the Council has been performing poorly and recommend improvements. They can also investigate issues of public concern – which includes looking at the work of non-council organisations that deliver public services.



Put simply, the SC will focus its activities on the things that matter most and on outcomes that can make a real difference for local people.

## What are the guiding principles?

The SC aims to influence others. It does not take decisions or implement changes itself, and as such there are some specific working practices that can enhance its effectiveness:

- Working in a **transparent** way, where it is clear to all those involved how the Scrutiny process works.
- Developing an **inclusive** approach, working to engage all relevant stakeholders, including partners and the public.
- Demonstrating **accountability** for the processes and outcomes of Scrutiny.
- Being **efficient** in the work of Scrutiny, responding to the needs and aspirations of the community.
- Working in a **deliberative** way which underpins an evidence-based approach to the way Scrutiny works.
- Demonstrating a **non-partisan approach** to the work of Scrutiny, that places the needs and aspirations of the community above the consideration of party politics.
- Strengthening the **democratic process of decision-making** through improving the quality of debate.

To achieve the above, participants in the Scrutiny process should demonstrate positive values and behaviours. These include:

- Treating people fairly and with respect.
- Being constructive, especially when challenging people.
- Seeking consensus.

- Being open – and open-minded.
- Looking for continuous improvement, rather than blame.
- Being inclusive and democratic.
- Communicating well.
- Demanding nothing but the best from the resources available.

### **Scrutiny Committee skills**

SC members must analyse diverse, sometimes unfamiliar issues in order to achieve their objectives, which requires the application of a variety of skills. Ongoing training and development to enhance those skills is therefore a vital aspect of the Scrutiny process.

The main skills that SC members will rely on are:

<b>Questioning</b>	Definitely not 'interrogation' skills but the ability to probe for information by asking the right type of question ('open', 'closed', 'hypothetical', etc) at the right time.
<b>Active Listening</b>	Genuinely and objectively listening to others whose views and opinions may differ from our own.
<b>Analytical skills</b>	The ability to review and interpret information to reach evidence-based conclusions.
<b>Project planning</b>	The ability to plan events to a conclusion, taking into account resources and timescales.
<b>Teamwork</b>	Working together and putting party political or other differences to one side to achieve a common goal.

## Planning the Work of Scrutiny

Members of the SC decide their own work programme and agree which topics to scrutinise. This helps to engender ownership, interest and commitment by individual committee members.

It is vitally important that Scrutiny is well planned and co-ordinated. The SC therefore needs to filter potential items of work, be selective, prioritise, and not be over ambitious when setting its work programme. Time and resources are limited and some capacity should be left for emergency issues that arise at short notice.

### Selecting topics to scrutinise

Although the SC is able to exert considerable control over the subjects it selects for investigation, the amount of time that SC members can devote to the Scrutiny process is usually quite restricted. This means it is important for the SC to select only those topics that are likely to justify the time and effort needed to carry out a thorough examination.

One way of doing this is by making sure the SC concentrates on significant subjects. There are many sources for potential subjects, and members may consider some of the following as a starting point:

- Concerns raised by the public.
- Issues identified by audits and inspections.
- Results of consultation.
- Areas of poor performance.
- Major areas of risk for the Council.
- Requests from Cabinet.
- Concerns raised by the Council's partners and service users.
- Central government policy changes.

A pro forma to assist members wishing to propose a subject for selection is set out in Appendix 3 of this Handbook.

Once the topics for Scrutiny have been agreed, the order of priority in which they are to be investigated is determined by members using a simple scoring matrix – an example of which is set out in Appendix 4 of this Handbook. However, the work programme also needs to be responsive and flexible, and so space is allocated on each agenda of the SC to enable urgent 'items of the moment' to be included at short notice.

## Conducting a Scrutiny Review

A scrutiny review is an in depth investigation that enables members to examine a subject in detail, which will normally conclude with recommendations to the Executive based on the considerable amount of evidence obtained. Therefore, given the scale of work involved, the SC might wish to delegate a scrutiny review to a research group.

Some councils have developed a scrutiny review process, including this four-stage approach by Chesterfield Borough Council which comprises the following principal stages:

1. Scoping
2. Development
3. Concluding
4. Monitoring

### Scoping

The scoping of a scrutiny review is the very first thing that should be undertaken as it focuses members on the aim of the review and helps members and officers plan the work required. Scoping will aim to identify why the review has been chosen and what it hopes to achieve. Terms of reference will also be agreed.

Issues to consider in the early stages of scoping:

- *What is the best way to involve the public?*
- *How does this review align with the Council's priorities and vision?*
- *What research is required and who will do it?*
- *Should we co-opt an expert/representative?*
- *When and where shall we hold meetings?*
- *What is the best way of collecting each piece of evidence?*
- *Which aspects of the issue should we focus on?*
- *How shall we publicise the review?*

### Development

After scoping, it is time to get on with the bulk of the work. This stage should be as innovative and inclusive as possible. Members should be mindful that one of the key roles for Scrutiny is to reflect the concerns of the public. To do this accurately and effectively, the scrutiny review should consider engagement with the public and actively encourage community involvement. For this reason, members are encouraged to take a flexible approach to meetings. Informality is also an important consideration for public involvement, helping to put people at ease.

When the evidence from all sources has been collated, it needs to be evaluated to assess whether it is relevant and valuable. It may be necessary to gather additional evidence if there

are weaknesses within the information already collected or if further issues have arisen. Conclusions or recommendations should not be made until all evidence has been collected.

## **Concluding**

The review panel should hold a specific meeting to discuss and analyse any findings from the evidence and whether or not it has met the agreed objectives. The key message from the evidence should be identified together with the options for any recommendations. Each option should be appraised and recommendations formed from those options that are relevant and achievable. Members should aim to reach a consensus on the recommendations. There should be no need for a vote.

When the recommendations have been agreed, the lead member will draft a report (possibly in association with the Scrutiny Officer). The report will include:

- Foreword by the lead member and acknowledgements
- Background to the review and executive summary
- Introduction to the issues and context of the review (national and local)
- List of evidence collected
- Summary of work undertaken
- Key messages that were identified from the evidence collected
- Conclusions and recommendations
- Monitoring arrangements

People who have contributed to the review should always be sent a copy of the draft report and be invited to comment. The final report should be submitted to the SC for approval prior to submission to the Executive.

## **Monitoring**

The final Scrutiny review report is submitted to the Executive, which has a set time to consider the report from the date of its submission.

Of course the role of Scrutiny does not stop there. SC members have an ongoing responsibility to monitor the implementation and impact of their recommendations. The Scrutiny Review Report should therefore include a section on monitoring arrangements. This will set out what actions are expected to be taken, by whom, and by when. If members are not satisfied with the outcome, they may choose to revisit appropriate aspects of the review. This is a vital element of the role of SC members as it reinforces the importance of the Scrutiny function in securing continuous improvement for the Council. It also confirms that SC members are dedicated to their recommendations.

## Call-in: a brief guide

The Local Government Act 2000 introduced, for the first time, the power for individual members of the Executive to make decisions on their own.

Previously, members had only been able to make a decision when meeting collectively as the Full Council or in a committee. In order to balance these new powers, and that of the Cabinet collectively, mandatory Scrutiny arrangements were introduced, including the power to call-in executive decisions. Underpinning the whole system is an ethical standards framework which was introduced by Part III of the 2000 Act.

In introducing these call-in powers, the Government intended that they should only be used in exceptional circumstances, and not maliciously, vexatiously or for political point scoring.

### How the call-in system operates

All key decisions that the Executive, or an individual executive member (known as a portfolio holder), intends to take must be published in the Council's Forward Plan. Once the decision has been taken, this must also be published within two working days of the decision being made.

The definition of what is a key decision is a matter for each council to decide. At Suffolk Coastal it is defined as an executive decision which will result in an expenditure or savings of £50,000 and/or a decision that will have a significant affect on communities in two or more wards.

Non key executive decisions may also be called in by the SC. Decisions of regulatory committees and full Council cannot be called in, but these may still be scrutinised by the SC if there is concern about a particular issue.

Once an executive decision has been made and published it is implemented and comes into force after five working days have elapsed, unless a valid call-in request is received. Calling in a decision can be requested by two members of the SC or five members of full Council. Once the request for a call-in has been received a meeting of the SC is called to discuss it. The decision is then either referred to full Council or back to the decision making body or individual for reconsideration.

Full details of the call-in procedure can be found in Part 4 of the Council's Constitution. [www.suffolkcoastal.gov.uk/yourcouncil/democracy/constitution](http://www.suffolkcoastal.gov.uk/yourcouncil/democracy/constitution).

An example of the Call-in Request Form is set out in Appendix 5 of this Handbook.

# “Councillor Call for Action” (CCfA)

## What is CCfA?

The CCfA is a process introduced in April 2009 through The Local Government & Public Involvement in Health Act 2007 which was intended to put local councillors at the forefront of dealing with issues of concern in their local communities. It gives them a central role in calling to account the work of council services (including services provided by the Council’s partners) at a local level.

When concerns are identified – either as a result of information from individuals or community groups, or through a councillor’s own observations – councillors should be able to trigger a response from service providers to help ensure the concerns are dealt with. **As a last resort**, if a problem cannot be solved informally, the CCfA can enable local councillors to refer the issue to Scrutiny.

The CCfA may cover “any local government matter” relating to any function of the authority and affecting the councillor’s ward or constituents. However, matters related to planning and licensing decisions, and other matters where there is already a statutory right to a review or appeal, are excluded.

Whilst a councillor may refer the matter for consideration by Scrutiny, it will be up to the SC to determine whether or not to hold a scrutiny inquiry into the matter and to respond.

## How it fits in with Scrutiny

One of the primary roles of the SC is to consider requests for Scrutiny and to prioritise issues for review. The CCfA did not change that. Similarly, all the powers that the SC usually has (to mount inquiries, request information, and make reports and recommendations) will all be available to it, if it decides to take up the CCfA referral.

## What is it?

What distinguishes the CCfA from a more general request for scrutiny is:

- The focus of the CCfA is on **neighbourhood** or **locality** issues and specifically the **quality** of public service provision at a locality level.
- The CCfA represents a genuine local **community** concern (based on local councillors’ judgements); and
- It is a **persistent** problem which the local councillor has been unable to resolve through local action and discussion with the Cabinet or relevant service providers.

If a councillor is uncertain whether an issue could be a potential CCfA, the Scrutiny Business Manager can provide advice and assistance.

## What it is not

Under previous arrangements, Scrutiny was not an appropriate mechanism for dealing with individual complaints, and the CCfA did not change this. The Council and partner agencies continue to have well established complaints mechanisms for this purpose. In responding to

public requests for CCfA, local councillors will need to make a judgement about whether the issue is a potential CCfA or should be dealt with in another way.

### **How is a CCfA request made?**

The councillor making the CCfA request should complete a standard form – an example of which is set out in Appendix 6 of this Handbook. This is then passed to the Scrutiny Business Manager, who will check the form to make sure that the issue is not an excluded matter. If the request can be accepted, it will be put on the agenda of the next available SC meeting for consideration.

### **What happens next?**

If the SC decides to accept the CCfA referral, it must decide how it intends to take the matter forward and include the CCfA in its work programme. This could include:

#### **Before holding a formal hearing:**

- Asking the service area(s)/partner organisation(s) to respond to the CCfA.
- Setting up a research group to undertake a more in depth review.

#### **At a formal hearing**

- Asking for further evidence and/or witnesses to be brought to a future meeting then making recommendations to the relevant service committee/partner organisation.

### **Potential outcomes**

Following a formal hearing, there are a number of potential outcomes from the committee meeting:

- The SC could determine not to make a report (perhaps because it is not considered the right time to consider a particular issue), with the ward councillor notified in writing; or
- determine that it is a complex issue that requires further investigation and commission a scrutiny review of the issue; or
- write a report and make recommendations on the CCfA to the Cabinet, Full Council, or relevant regulatory committee.

Once the SC has completed its work on the CCfA request, the councillor who made the request will receive a copy of any report or recommendations made.

## Glossary of Terms

<b>Local Authority</b>	The local government council for a particular area, e.g. Suffolk Coastal District Council.
<b>Budget</b>	The annual summary of income and expenditure.
<b>Call-in</b>	The process by which Scrutiny Committees can examine decisions that have been taken by the Executive but not already implemented. Scrutiny Committees can make recommendations to Cabinet based on their examination.
<b>Constitution</b>	The set of rules governing the decision making arrangements and activities of the Council.
<b>Co-opted Member</b>	These are not elected members of the Council but are members of the community with specific expertise and knowledge.
<b>Council</b>	This can be used <i>either</i> as the term used for the Local Authority <i>or</i> in respect of a meeting of all of the elected members (councillors).
<b>The Executive (Cabinet)</b>	The body responsible for the day-to-day running of the Council and the development of policy. Executive members also have ‘portfolios’ or areas of responsibility (such as Housing, or Community Well-Being) for which they take executive decisions.
<b>Forward Plan</b>	A schedule of ‘key decisions’ (see below) that the Council is proposing to make.
<b>Key Decision</b>	An important decision by Suffolk Coastal District Council that significantly affects two or more wards and/or involves expenditure or savings of £50,000 or more.
<b>Member/Councillor</b>	An elected representative of the community.
<b>Officer</b>	A paid official of the Council.
<b>Performance Indicator (PI)</b>	A way of measuring how a service is performing against its objectives. Performance Indicators may be collected for local or national purposes.
<b>Portfolio holder</b>	A member of the Executive with responsibilities for specific aspects of the Council's policy or work.
<b>Stakeholders</b>	These are people or organisations that are affected by what the Council decides or that can influence what it does, e.g. tenants, residents, elected members, other councils, statutory agencies, and voluntary organisations.
<b>Work Programme</b>	A list of the topics being investigated by the Scrutiny Committee.

## Feedback

This Handbook has been compiled by Rupert Beswarick-Asser, the Council's Scrutiny Business Manager. This is the fourth edition, and it is anticipated that the Handbook will continue to need an annual (or perhaps more regular) revision – taking into account changes to legislation, internal reviews, and suggestions on how the Handbook might be improved.

If you would like to discuss any of the topics contained in the Handbook, or wish to make suggestions to improve it, please contact the Scrutiny Business Manager in the first instance or any member of the Democratic & Member Services Team. The details of the team are as follows:

### **Ingrid Askew**

#### ***Licensing and Democratic Services Manager***

Tel: 01394 444324 Email: [ingrid.askew@suffolkcoastal.gov.uk](mailto:ingrid.askew@suffolkcoastal.gov.uk)

- Management of the team
- Deputy Monitoring Officer
- Standards Committee

### **Rupert Beswarick-Asser**

#### ***Scrutiny Business Manager***

Tel: 01394 444320 Email: [rupert.beswarickasser@suffolkcoastal.gov.uk](mailto:rupert.beswarickasser@suffolkcoastal.gov.uk)

- Audit & Governance Committee
- Scrutiny Committee
- Council
- Various Task Groups
- Rupert also administers the capital grant system.

### **Karen Cook**

#### ***Team Leader and Cabinet Business Manager***

Tel: 01394 444326 Email: [karen.cook@suffolkcoastal.gov.uk](mailto:karen.cook@suffolkcoastal.gov.uk)

- Cabinet
- Various Task Groups
- Karen also administers the decision making process via production of the Forward Plan and Decision Notice.

### **Chrissie Roberts**

#### ***Regulatory Services Business Manager***

Tel: 01394 444626 Email: [christine.roberts@suffolkcoastal.gov.uk](mailto:christine.roberts@suffolkcoastal.gov.uk)

- Development Control Committee
- Development Control Sub-Committees (North and South)
- Licensing and Health Committee
- Various Task Groups
- Chrissie also administers the revenue grant system.

**Appendix 1 The Council’s Corporate Priorities**

<p><b>Develop a Safe and Healthy Community with Access to Leisure Opportunities</b></p> <ol style="list-style-type: none"><li>1. Support the development of opportunities to engage in leisure and cultural activities</li><li>2. Work with the Police and other partners to reduce anti-social behaviour, the fear of crime, and to maintain the low crime rate.</li><li>3. Continue to provide a healthy and safe environment for the community.</li></ol>
<p><b>Meet Housing Needs</b></p> <ol style="list-style-type: none"><li>1. Achieve a balanced supply of appropriate housing to meet identified needs.</li><li>2. Continued emphasis on the prevention of homelessness.</li></ol>
<p><b>Support our Economy</b></p> <ol style="list-style-type: none"><li>1. Support economic development and recovery with a focus on key sectors.</li><li>2. Lead and support regeneration initiatives.</li></ol>
<p><b>Protect and Enhance the Environment</b></p> <ol style="list-style-type: none"><li>1. Protect and enhance both the natural and the built environment and maintain quality of life.</li><li>2. Work with local communities to ensure our services enhance their local environment.</li><li>3. Ensure the principles of sustainability are promoted widely and guide Suffolk Coastal in its decision making</li></ol>
<p><b>Cross-cutting Issues</b></p> <ul style="list-style-type: none"><li>• Young people</li><li>• Older people</li><li>• Equality &amp; diversity</li><li>• Access to services</li><li>• Green issues</li></ul>

## Appendix 2 Terms of Reference of the Scrutiny Committee

The Council will appoint one scrutiny committee to discharge functions conferred by Section 21 of the Local Government Act 2000 in relation to its functions, services and partnerships. The scrutiny committee will:

1. Review and / or scrutinise decisions made or actions taken by the bodies or individuals empowered to discharge any of the Council's functions;
2. review and scrutinise the decisions made by and performance of the Cabinet and / or committees and Council officers both in relation to specific decisions and over time;
3. make reports and / or recommendations to the full Council and / or the Cabinet and / or any policy, joint or area committee empowered to discharge any of the Council's functions;
4. exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and / or any policy or area committees;
5. question members of the Cabinet and / or committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
6. question and gather evidence from any person (with their consent);
7. make recommendations to the Cabinet and / or appropriate committee and / or Council arising from the outcome of the scrutiny process;
8. question members of the Cabinet and / or committees and Chief Officers about their views on issues and proposals affecting the area;
9. review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny committee and local people about their activities and performance;
10. exercise overall responsibility for the finances made available to them for the discharge of their functions;
11. consider scrutiny issues relating to the budget and policy framework documents;
12. consider matters referred under s21A of the Local Government Act 2000 (Councillor Call for Action);
13. review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny committee and local people about their activities and performance; and
14. conduct its proceedings in accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Council's Constitution.

**Appendix 3 Proposing a Topic for Scrutiny Pro Forma**

<p>What subject do you want to investigate?</p>
<p>Why do you consider it needs to be investigated? <i>See 'issues to consider'</i></p>
<p>What, potentially, could be the outcome as a result of the investigation?</p>
<p>Who do you wish to be invited to present the evidence?</p>
<p>How do you wish to receive the evidence? <i>Formal report, verbal report, presentation, bullet point précis, etc</i></p>
<p>What documents might you require?</p>
<p>Will any research need to be carried out? <i>Try to specify type.</i></p>

## **Proposing a Topic for Scrutiny Pro Forma:**

### **Issues to consider when proposing topics for Scrutiny**

#### **Initial Reasons**

1. Is the subject within the Committee's terms of reference?
2. How can Members add value in their representative role?
3. Is the subject being/been/due to be dealt with elsewhere in the Authority/partner agencies?
4. What would be the purpose of conducting an investigation of this area?
5. To what extent does the subject impact upon the Council's ability to achieve its key priorities?

#### **Risk**

6. Is the subject a high-risk area? How does it relate to the Authority's risk management framework?

#### **Performance Measures**

7. Has the Council demonstrated poor performance in this area?
8. To what extent is there scope to improve service delivery in this area?

#### **Community Perception**

9. Has any consultation with stakeholders taken place in this area? If so, how robust was the consultation process?
10. Does the local community rank the subject as important?
11. How does the subject impact upon the Council's Community Leadership role?
12. Is the subject of public interest highlighted in the local media?

#### **External Factors**

13. Has the matter been the subject of external/internal review or inspection? If so, what were the findings of the review?
14. Is there any recent/upcoming legislation that will affect the Council's approach to this subject?

#### **Budget**

15. Is there a high level of budgetary commitment to the subject? Is there a pattern of budgetary overspends?

**Appendix 4 The Scoring Matrix**

Issue	Public Concern	Council Priorities	Can the Committee make a difference	Has a compelling proposal been made	Total

**HIGH** Score 4-5, **MEDIUM** Score 3, **LOW** Score 1-2

**Appendix 5 Call-In Request Form**

**To: The Scrutiny Business Manager**

I would like to call-in the decision as detailed below:

**Decision Making Body or Individual**

--

**Decision Made**

--

**Date Decision Made .....**

**Reason for Calling-In the Decision**

--

**Desired Outcome**

--

**Desired Witnesses and Relevance to the Call-in**

1.
2.
3.
4.
5.

**Members Calling-In Decision**

**Signed**

**Date**

Members Calling-In Decision	Signed	Date
1.		
2.		
3.		
4.		
5.		

**Date of Scrutiny Committee Meeting to examine this decision .....**

**Appendix 6**

**Councillor Call for Action (CCfA) Request Form**

This form should be used by any Councillor at Suffolk Coastal District Council who would like the Scrutiny Committee to consider a CCfA in their ward.

<b>Your contact details</b>	
Name (print):	
Address:	
Contact number:	Email address:

The Ward you represent:
-------------------------

Title of your CCfA:
---------------------

Date of Submission:
---------------------

Would you like the opportunity to speak to the Scrutiny Committee?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you approached the relevant Scrutiny Committee on the same issue in the past six months?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Would you like your response by:
Email <input type="checkbox"/> Letter <input type="checkbox"/>

Why you think the issue should be looked at by the Scrutiny Committee?
--

<p>Please give a brief synopsis of the main areas of concern:</p>
<p>What evidence do you have in support of your CCfA?</p>
<p>Which areas or community groups are affected by the CCfA?</p>
<p>How have you tried to resolve the issue :</p>
<p>Is the CCfA currently the subject of legal action by any party (to your knowledge) or is it being examined by a formal complaints process?</p>
<p>Are there any deadlines associated with the CCfA that the Scrutiny Committee needs to be aware of?</p>

**Please complete and return the form to:**

The Scrutiny Business Manager  
Suffolk Coastal District Council  
Council Offices  
Melton Hill  
WOODBIDGE  
Suffolk IP12 1AU