



Report to Overview & Scrutiny Management Committee 26th November 2014

Report of: Head of Elections, Equalities and Involvement

Subject: Annual Scrutiny Reporting Process

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Summary:

Historically, a report has been presented to Full Council in January giving an overview of the work undertaken by the Council's Scrutiny Committee.

This reports seeks approval to change the reporting process to align with the municipal year, allowing us to present a 'full year' picture of Scrutiny activity, achievements and impact.

Type of item: The report author should tick the appropriate box

Reviewing of existing process	<input checked="" type="checkbox"/>
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The Scrutiny Committee is being asked to:

- Agree to align the annual scrutiny reporting process with the municipal year as outlined in the report.
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Category of Report: OPEN

Report of the Head of Elections, Equality and Involvement

Annual Scrutiny Reporting Process

1. Context

- 1.1 Historically, a 6 month Scrutiny update has been presented to the January full council meeting. This report has given an overview of the work that Scrutiny Committees have undertaken and are planning to undertake, and presented a picture of scrutiny impact, effectiveness and achievements.
- 1.2 As the municipal year runs from May, the January report is only able to give a half year update on Scrutiny activity. The period January – April is not currently reported anywhere. As the second part of the year is when in depth, task and finish work is most likely to conclude we are missing out on reporting some of Scrutiny's most important work.
- 1.3 To keep to the current January reporting timetable we could produce a full calendar year report. However such a report would be disjointed, spanning the work of two Committees – as Committee chairs, membership and work programmes may well have changed significantly in May. This would fail to capture the whole year achievements of each Scrutiny Committee.
- 1.4 Officers therefore feel that the most appropriate way to comprehensively report Scrutiny activity and achievements is to produce an annual scrutiny report at the end of the municipal year, to be presented to full council at its first appropriate meeting of the new municipal year.

2 Proposed process

- 2.1 In collaboration with Committee Chairs, Policy and Improvement Officers will draft the annual report. Each Chair will have responsibility for 'signing off' their Committee's section of the report in April.
- 2.2 The annual report will be presented at Council by Committee Chairs. In the case of a change in Chair, the new Chair will present the report on behalf of the Committee.
- 2.3 Policy & Improvement Officers will share the report with external partner organisations and individuals who have been involved in scrutiny work over the year; as well as look at how we can use the annual report to increase public awareness of Scrutiny.

3 The Scrutiny Committee is being asked to:

Agree to align the annual scrutiny reporting process with the municipal year as outlined in the report.