

TELFORD & WREKIN COUNCIL

SCRUTINY LEADERSHIP BOARD – 25th MARCH 2010

SCRUTINY ASSEMBLY MEETING ON 29th MARCH - SCRUTINY OF PRIORITY PLANS

PURPOSE

For the Scrutiny Leadership Board to discuss and agree the format and final arrangements for the Scrutiny Assembly meeting on 29th March 2010.

MEETING DETAILS

29th March 2010, 5.00-6.45pm in the VIP Suite.

The purpose of the meeting is twofold:

- To present the draft Priority Plans to scrutiny members
- To give scrutiny members an opportunity to comment on the Plans before they go forward to Cabinet

Key dates for agreeing the plans are:

24th February-24th March – Cabinet Priority Plan Engagement Sessions

Monday 29 March 2010 – Final drafts submitted to Scrutiny

Monday 29th March – Scrutiny Assembly Meeting

Tuesday 30th March – Cabinet Members and Corporate Directors consider scrutiny comments

Tuesday 6 April 2010 - report to CMT

Monday 12 April 2010 - report to CAPs

Tuesday 27 April 2010 - report to Cabinet

PROPOSED FORMAT

The meeting will consist of workshops on each Priority Plan. The room will be laid out with 6 tables, one for each Priority Plan (Community Protection & Cohesion and Active Lifestyles will be on one table). There will be 2 x 40 minute workshops on each Priority Plan, except Community Protection & Cohesion, Active Lifestyles and Environment & Rural Area which will have one each. Scrutiny members will attend 2 sessions of their choice.

PRIORITY REPRESENTATIVES

Priority	Cabinet Member	Scrutiny Lead	Corporate Director/HoS
Housing, Regeneration, Prosperity	Eric Carter	Alan Mackenzie	Clive Jones Peter Smith Katherine Kynnaston
CYP	Stephen Burrell	Joy Francis	Julia Almond

Active Lifestyles	Stephen Bentley	Karen Tomlinson	Mike Atherton/ Paul Clifford
Adult Care & Support	Jacqui Seymour	Derek White	Paul Donohue
Environment & Rural	Adrian Lawrence (until 5.30pm)	Roger Aveley	Meredith Evans
Community Protection	Miles Hosken	Karen Tomlinson	Angie Astley/ Paul Clifford
Efficient, Community Focussed Council	Sean Kelly	Adrian Meredith	Richard Partington

SUGGESTED PROGRAMME

- 5.00-5.10pm Chairman's Introduction
Welcome, purpose and structure of the meeting.
- 5.10-5.50pm Workshop Session 1
Present at table: Cabinet Member, Scrutiny Lead, Corporate Director or nominated Head/s of Service. Scribe to take notes.
- 5-10 minute presentation by the Cabinet member
 - Up to 30 minutes questions and discussion by Scrutiny members, chaired by Scrutiny Lead
 - 5 minute summing up by the Scrutiny Lead to agree the group's response.
- 5.50-6.30pm Workshop Session 2
Repeat above
- 6.30-6.35pm Close by Chairman
Thanks, and recap on next steps

INFORMATION

The Priority Plans will not be available to circulate in advance of the meeting, but will be short (1-2 page) documents will be presented at the meeting. The Plans will contain the high level objectives and key targets for each priority area. Detailed action planning will be done following Cabinet in April.

Briefing papers will be provided in advance for Scrutiny Leads, Cabinet Members and Corporate Directors, Scrutiny Assembly Members.

Information provided at each table on the day will be:

- Priority Plans
- Copy of the Scrutiny Assembly Briefing Note
- List of questions to address

SUGGESTED QUESTIONS

It is proposed that each group should address three key questions. At the end of each session, the Scrutiny Leads will summarise the comments and agree the group's response.

1. Do you broadly agree with the sub-priorities in the Priority Plan or not?
2. Is there anything missing from the Priority Plans?
3. Is everything a priority, or could something be dropped?

ROLE OF SCRUTINY LEADS

- To encourage other scrutiny members to attend
- To Chair the table discussions
- To keep the discussion relevant, at a strategic level and make sure the Cabinet member is challenged and that questions are answered
- To summarise and agree the response of the group to the plans
- On 30th March, to approve the response to go to CMT, CAPS and Cabinet