

Appendix 1

Scrutiny Review

Draft project plan – September 2023

Terms of Reference:

To consider how to improve the current arrangements, within existing resources, and to make recommendations on the following:

1. A scrutiny committee structure which
 - has terms of reference more closely aligned to the five missions outlined in the Islington Together 2030 Plan
 - has greater clarity and encourages more engagement by members of the council, officers and members of the public
 - streamlines the relationships between the scrutiny committees and the Executive and Council departments.
2. The role and purpose of Scrutiny, ensuring there is consistent understanding across the Council and the borough, as required by the statutory scrutiny guidance issued by the government in 2019.
3. Improving the impact and value for money of Scrutiny and ensuring that committees address issues of public concern.
4. Improving engagement with scrutiny, including:
 - A communications plan
 - The relationship between Scrutiny and the Executive
 - Engagement with backbench members of the Council and reports to Council
 - Engagement with officers of the Council
 - Engagement with Partner organisations
 - Engagement with members of the public and how to involve the public in scrutiny reviews / committee meetings
5. Improving the scrutiny review process, including the process for topic selection, the Scrutiny Initiation Document (SID), developing an agreed process for initiating a review, how recommendations are made to the Executive and how feedback is received by the committee.
6. Updating the Councillor Call for Action protocol

The review will consider how other councils, the GLA and Parliament work, best practice and the statutory scrutiny guidance issued by the government and the Centre for Governance and Scrutiny (GfGS) 'Good Scrutiny Guide', both issued in 2019.

It is proposed that a small member project board is established, to be chaired by Cllr Williamson.

Proposed timeline:

11 September	Meeting with Cllr Williamson to initiate review
21 September	Initial report to Policy and Performance Scrutiny Committee for approval of this Project plan and to agree to establish the informal member project board.
Early October	Cllr Williamson to confirm membership of the project board
October	Project Board meeting - to approve it's Terms of Reference, identify the key stakeholders and agree a detailed proposal for undertaking the review and an outline plan of work
October – Dec	Initial research including reviewing the legislation, guidance, best practice and other organisations' arrangements Meetings with members, officers and partner organisations Surveys /Workshops
By end Dec	Project Board meeting – update on work to date and steer
Jan – Feb	Further research and work to develop proposals
Late Feb	Project Board meeting – to review proposals prior to submission to Corporate Management Board
5 March 2024	Report to Corporate Management Board (CMB)
March 2024	Project Board meeting - approve final report, if any amendments are proposed by CMB
26 March 2024	Final Report to Policy and Performance Scrutiny Committee
16 May 2024	Report to full Council to establish the new committees, amend the Constitution and appoint members.

Project Support Arrangements:

Project Sponsor:	Marie Rosenthal, Interim Director of Law and Governance and Monitoring Officer / Alison Stuart, Director of Law and Governance and Monitoring Officer
Project Lead:	Philippa Green, Head of Democratic Service and Governance and statutory Scrutiny Officer
Project Support / Research:	Jonathan Moore, Deputy Head of Democratic Services and Governance