

Epping Forest District Council: scrutiny brief and draft programme

Purpose: to introduce an introduction to scrutiny for new councillors while also providing a 'refresher' for councillors with various degrees of scrutiny experience, in order to assist Members to make the new scrutiny arrangements function effectively.

A later session will focus on effective financial and budget scrutiny and chairing Scrutiny for positive outcomes.

Draft programme

9.00 – 9.30 am	Registration and coffee
9.30 am	Welcome and introductions
10.00am	The fundamentals of Scrutiny – what is it and what does it do? (<i>start off in small mixed groups [a lot of scrutiny experience/ some/ none], and ask – What's gone well? What could be better?</i>) <ul style="list-style-type: none">• origins and purpose• how does Scrutiny fit into a Council's governance structure• what can Scrutiny cover?• the various roles of Scrutiny• Scrutiny rights and powers
11.15	Break
11.20	What makes scrutiny effective? <ul style="list-style-type: none">• Key requirements• Developing an effective work programme (<i>covering the looking outward and 'doing it on O & S's terms' dimensions</i>)• Adding value by focusing on outcomes• Managing and delivering the programme – ways of working• Examples of effective scrutiny
12.30pm	Lunch and networking
1.15pm	Assessing evidence and drafting effective recommendations (<i>with exercise</i>)
2.45pm	Break
2.55pm	Questioning skills and methods
3.45pm	Questions and round-up
4.00pm	Evaluation and end

In addition to the discussions and exercises indicated, the timings allow for Members to explore issues along the way in open session. A range of handouts would be also supplied as additional material for Members.

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