

## **Recommendations for changes to scrutiny from the Member Panel and from the Director of Law and Assurance**

### **A. Scrutiny Review Panel Recommendations**

#### **Requiring changes to governance arrangements, for approval by County Council**

1. Select committees be renamed scrutiny committees.
2. A separate select committee for the Fire & Rescue Service be established with effect from April 2020 (as set out in paragraph 2.2 of the Panel's report at **Appendix 2**), to be reviewed in March 2022 (see alternative at 9. below)
3. Responsibility for scrutinising the Economy portfolio be transferred from the Environment, Communities and Fire Select Committee to the Performance and Finance Select Committee.
4. Consider whether the name of the Performance and Finance Select Committee should be changed if it is agreed that Economy should be within its remit.
5. The decision to accept or reject call-in requests be transferred from Business Planning Groups to the Monitoring Officer (or Deputy), using the criteria in the Constitution, the Monitoring Officer to report to the relevant select committee on reasons for rejecting/accepting any call-in requests.

#### **For immediate implementation**

6. The Panel response to the Centre for Public Scrutiny recommendations (at **Appendix 2, Annex A**) be taken forward and monitored by the Performance and Finance Select Committee.
7. That Select Committees use pre-meetings for planning complex or sensitive agenda items.
8. One meeting of each Select Committee during 2020/21 to be held at County Hall North, Horsham to inform a review by the Performance and Finance Select Committee as to whether Select Committee meetings should alternate between County Hall Chichester and County Hall North, Horsham from May 2021.
9. That the Standing Order 8.02 on attendance of substitutes at Select Committees be enforced, namely that when notice is given that a substitute will attend a meeting the substitution is for the whole of the meeting, not part of it.

#### **For review**

10. To consider whether the process for the appointment of Select Committee chairmen and/or vice-chairmen should change to an annual appointment by the Select Committee through a secret ballot
11. To consider whether an option to merge the Planning and Rights of Way Committees should be explored, to offset the costs of establishing a new Fire and Rescue Select Committee.

12. Any other aspects of the Constitution that may need revision, such as relating to the value and profile of the scrutiny function, to be identified by the Performance and Finance Select Committee through the implementation of the Centre for Public Scrutiny recommendations.

## **B. Recommendations from the Director of Law and Assurance**

### **Business and Agenda Planning**

1. That the guide to business planning and pre-agenda meetings at **Appendix 3, Annex A** be approved for the use of Business Planning Groups and Select Committees.
2. That key lines of enquiry are used in the preparation of scrutiny reports and that reports provides advice to the committee by reference to those lines of enquiry.
3. That the agenda for pre-agenda meetings includes a checklist of issues for scrutiny and key lines of enquiry for inclusion in the report on each agenda item
4. That Committees and their Business Planning Groups give particular attention to the need to identify additional sources of evidence and expert witnesses.

### **Management of meetings**

5. That the principal respondent to scrutiny shall be the Cabinet Member for the relevant portfolio of the matter subject to scrutiny.
6. That short pre-meetings be used to ensure the best use of time by the Committee and to agree the aims of the Committee for each item.
7. That members be invited to submit questions of detail on reports to the report author in advance of the relevant meeting rather than at a meeting of the committee.
8. That the Chairman be responsible for collating and summarising the output of a committee's consideration of any matter, including those from any minority of members, for approval by the committee.

### **Fire and Rescue scrutiny**

9. That the scrutiny of Fire and Rescue remains within the remit of the Environment, Communities and Fire Select Committee but that future meetings provide dedicated agenda sections for Fire and Rescue business or dedicated meetings within the work programme as determined by the Committee's Business Planning Group.

### **Skills and Development**

10. That there be a schedule of skills and development for members of scrutiny committees to focus on:
  - Assessing key lines of enquiry and scrutiny impact
  - Performance management and the effective use of data
  - Questioning skills
  - Chairmanship skills