

CfGS Actions – Checklist

Action	Progress	Deadline
<b>The Chair to convene an informal session for the committee to explore and decide on a renewed and more explicit focus for their work.</b>	Meeting held on 12 <sup>th</sup> July – further informal sessions can be scheduled at the committee’s request if required.	Ongoing
<b>The Chair, the Mayor and the CA Monitoring Officer to begin meeting regularly to ensure that the strategic purpose of scrutiny is understood and acted on</b>	First meeting held on 4 <sup>th</sup> August with agreement that next meeting to be held once new CEO has started in the Autumn.	Next meeting to be booked for October/November.
<b>When a clear role and purpose for scrutiny can be clearly articulated, work on internal communications to be carried out to ensure that this is understood by the wider CA (including CA Board members and officers).</b>	To be scheduled	
<b>CA officers, in support of the Chair, to engage with constituent councils to better understand</b> <ul style="list-style-type: none"> <li>- how their nominated members can be better supported, and</li> <li>- how the business of CA scrutiny can be administered to support members to attend and engage with the work of the function</li> </ul>	Meeting held with Constituent Council Democratic Service Teams – with the action for them to speak with their members and feedback to CA  Meeting between Chair’s to be arranged.	Information from these discussions to be compiled and discussed with Committee at December meeting.
<b>A role profile setting out mutual expectations for scrutiny members – including around information access, support arrangements and</b>		Report approved at September meeting

<p><b>requirements around commitment – to be agreed and circulated.</b></p>		
<p><b>a new approach to the sharing of information with scrutiny members which involves:</b></p> <p>a) an end to the regular sharing, and scrutiny of, Mayoral decisions at committee, with information being shared on an ongoing basis outside of committee to inform the appropriate escalation of issues to committee based on need;</p> <p>b) more clarity to members in the management of items and reports deemed to be exempt from publication</p> <p>c) the assignment of individual councillors to act as “rapporteurs”, to develop a subject expertise in specified areas of policy, to highlight issues of importance to the chair for escalation to committee and potentially to lead on questioning on such matters.</p>	<p>Information sharing protocol to be developed and brought to October meeting</p>	<p>25 October 2021</p>
<p><b>use of shared information, the forward plan and frequent Chair/Mayor/MO conversations to identify forthcoming decisions, and to discuss the developing work programme.</b></p>	<p>Regular meetings agreed with the Mayor in principle – also to include conversations with relevant directors and CEO as the committee deem necessary.</p>	<p>Ongoing</p>
<p><b>in the short term, the scheduling of regular, short, informal sessions for the committee to discuss and agree work programming priorities. move forward with a proportionate approach to targeted task and finish working in the medium term</b></p>	<p>Scoping Document developed and agreed by committee for use from September onwards.</p>	<p>Committee review effectiveness</p>

<p><b>the programming of a regular and general Mayor's Question Time to allow high profile, direct holding to account of the Mayor to continue</b></p>	<p>First Mayor's Question Time – November 2021</p> <p>Second Mayor's Question Time to be scheduled – March</p>	<p>22<sup>nd</sup> November 2021</p> <p>25<sup>th</sup> March 2022</p>
<p><b>work by the MO and others to consider how scrutiny can productively be engaged in the ongoing governance of SPVs</b></p>	<p>Ongoing work by officers – item going to A&amp;G in September – informal workshop for O&amp;S scheduled for October.</p>	<p>October – informal session held 11<sup>th</sup> October 2021</p>