

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>	Initial contact with constituent council Democratic Service Teams has been made to start conversations around this topic.	Information from these discussions to be compiled and discussed with Committee at October informal session.
<b>A role profile setting out mutual expectations for scrutiny members – including around information access, support arrangements and</b>	Scrutiny Protocol is being developed with consultation with other Combined Authorities to ascertain best practice.	27 <sup>th</sup> September 2021

<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 September meeting</p>	<p>27<sup>th</sup> September 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.</b></p>	<p>Informal sessions could be held on the reserve dates already in members diaries if the committee wished to use these for discussing work programming priorities.</p>	<p>Ongoing</p>

<p><b>move forward with a proportionate approach to targeted task and finish working in the medium term</b></p>	<p>Process for setting up T&amp;F groups is already developed but has never been utilised by members – this could be reviewed and shared at the September meeting.</p>	<p>September 27<sup>th</sup> 2021</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>Format of MQT to be discussed at August meeting</p> <p>Format to be agreed at September meeting.</p>	<p>22<sup>nd</sup> November 2021</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 could be held in October/November to discuss this.</p>	<p>October/November – informal session.</p>