

West Lancashire Borough Council

Scrutiny Review Questionnaire

Following an Organisational review, we are considering our current Scrutiny arrangements, and are interested to see what arrangements other Authorities have in place. The aim of this exercise is to see if/ how we could do things differently, to improve accountability and transparency within our organization and learn by any best practice experiences you could share, which could be adopted.

We would be grateful if you would spare a few moments to answer the following questions. Please feel free to add any additional pages if you have more information to share.

Please email your completed form by the 17th August 2021 to Helen.PEEK@westlancs.gov.uk

Authority Contact Details

Authority Name: _____

Name: _____ (Please enter details of the person you would like us to contact)

Job Title/Position: _____

Telephone No: _____

Email Address _____

Governance Arrangements

Please advise what arrangements you currently have in place.

Authority Political Balance _____

What system do you operate? (Committee/Other please state) _____

Scrutiny Arrangements

Please advise what arrangements you currently have in place.

If you have recently changed Scrutiny arrangements or are looking to move away from current arrangements, it would be helpful if you could advise the reason for the change, and how the change has improved / is hoped to improve scrutiny within your Local Authority.

Scrutiny Committees

Please provide the following information for each Committee:

How Many Scrutiny
Committees do you
have?

Committee Title:

How often do they
meet:

Committee
Membership:

(Political / Co-Optees / Political balance)

Committee Remit /
Standing Agenda
Items:

(constitutional responsibilities)

Committee Title:

How often do they meet:

Committee Membership:

(Political / Co-Optees / Political balance)

Committee Remit / Standing Agenda Items:

(constitutional responsibilities)

Committee Title:

How often do they meet:

Committee Membership:

(Political / Co-Optees / Political balance)

Committee Remit / Standing Agenda Items:

(constitutional responsibilities)

(Please add additional pages should you have more details to include)

Scrutiny Sub-Committees or Working Groups
Please provide the following information for each Committee:

How Many Scrutiny
Sub-Committees or
Working Groups do
you have?

**Sub-Committee /
Group Title:**

How often do they
meet & on average
how long do these
meetings last

Membership

(Political / Co-Optees / Political balance)

How many of these
Members sit on
Scrutiny Committee

(How are items/topics picked up by sub-committee / working groups

Sub-Committee /
Group Remit

Where do findings / recommendations go to for final decision)

What topics Have
been considered at
these meetings
during the past 3
years

**Sub- Committee /
Group Title:**

How often do they
meet & on average
how long do these
meetings last:

Membership:

(Political / Co-Optees / Political balance)

How many of these
Members sit on
Scrutiny Committee:

(How are items/topics picked up by sub-committee / working groups

Sub-Committee /
Group Remit:

Where do findings / recommendations go to for final decision)

What topics Have
been considered at
these meetings
during the past 3
years:

Scrutiny Task and Finish Groups
Please provide the following information for each Committee:

Do you have Task &
Finish Groups?

Yes / No _____

How is Membership (Political/Co-Optee's/Political balance)
Decided, and how
many sit on the
Group:

How many of these
Members sit on
Scrutiny Committee:

How is the Task & (deadlines set for project – research / findings / recommendations)
Finish Group Remit
Determined:

What Topics have
been considered at
these meetings
during the past 3
years

What nature of work
has this involved by
Task & Finish (does this include internal/external meetings/visits etc)
Group:

On average how
often and how long
do these meetings
last:

Lessons Learnt – Best Practice

What would you say has worked well with your current arrangements?

Any methods of Best Practice you would be willing to share would be appreciated.

Thank you for taking the time to complete this questionnaire

If requested would you be willing for WLBC Members/Officers to visit your Authority to discuss? _____

For information:

Following the request of the Member Development Commission, This Questionnaire has been sent to the following Authorities, which according to CIPFA are the nearest 'like' Authorities West Lancashire Borough Council:

- Sedgemoor
- Newark & Sherwood
- Allerdale
- Swale
- Kings Lynn & West Norfolk
- Dover
- High Peak
- Chorley
- Bassetlaw
- Amber Valley
- North Devon
- Teignbridge
- Lichfield

The Questionnaire has also been sent to:

Lancashire Authorities

Burnley

Chorley (inc in CIPFA list above)

Fylde

Hyndburn

Lancaster City

Pendle

Preston City

Ribble Valley

Rossendale

South Ribble

Wyre

Cumbria Authorities

Allerdale (inc in CIPFA list above)

Barrow

Carlisle City

Copeland

Eden

South Lakeland

Additional Notes

If you have any further information to add please enter here

