
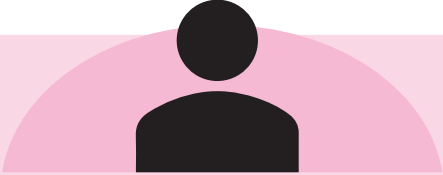



SCRUTINY & CABINET PROTOCOL



The purpose of this protocol is to promote a culture of accountability, openness and transparency within Babergh and Mid Suffolk Councils, recognising scrutiny as a key enabler within that culture. The protocol sets out how Overview & Scrutiny Committee Members, the Cabinet and Officers will work together to deliver effective, outcome-focussed scrutiny.

 Overview and Scrutiny Committee Members will:	 Cabinet Members will:	 Officers will:
<p>Take their role on the O&S committees seriously, preparing for meetings in advance and committing to attending for the whole of the meeting</p>	<p>Respect the impartiality, value and independence of the O&S Committees</p>	<p>Proactively participate in the scrutiny process – attending Committee meetings and Chairs’ briefings, preparing and presenting clear and concise information to the Committees and responding positively to questioning by the Committee Members</p>
<p>Participate in regular training to develop their scrutiny skills</p>	<p>Proactively seek the O&S Committees’ input in executive decision-making and policy formation</p>	<p>Respect and value the contributions made by the O&S Committees - actively seeking out the expertise of the Committees when developing solutions and preparing reports to support decision-making</p>
<p>Focus their attention on strategic scrutiny topic with clear value added for residents and communities, rather than specific ward or personal interests</p>	<p>Attend and participate positively in O&S Committee meetings where items are being discussed that fall within their portfolio</p>	<p>Promote the role and importance of scrutiny inside and outside the Councils</p>
<p>Undertake scrutiny with openness and impartiality and without political motivation</p>	<p>Respond positively to feedback from the O&S Committees and give reasonable and timely consideration to their recommendations</p>	
<p>Provide constructive challenge as a ‘critical friend’ of the Cabinets to engage decision and policy making</p>	<p>Promote the role and importance of scrutiny inside and outside the Councils</p>	
<p>Make recommendations which have a clear purpose and set out expectations for response and implementation</p>		
<p>Promote the role and importance of scrutiny inside and outside the Councils</p>		

How will we achieve it?

- Working together in a culture of mutual trust and respect and adhering to the Code of Conduct.
- Monthly meetings of the Overview & Scrutiny Committees, held in public and livestreamed.
- A realistic and robust work programme, developed at the start of each municipal year and aligned, where appropriate, to the work programme of the Cabinets and Councils.
- Monthly O&S Strategy Meetings between the Leaders of the Councils and the Chairs of Overview & Scrutiny.
- Fully scoped scrutiny reviews, demonstrating clear links to the Councils’ strategic priorities and proposed outcomes.
- Tracking the recommendations made by Overview & Scrutiny Committees and evaluating their impact.