

## CONSULTATIONS SCRUTINY REVIEW

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### 1. SUMMARY

- 1.1 The consultations scrutiny review was carried out as per the 2022/23 scrutiny plan agreed by the Audit and Scrutiny Committee at their 15 September 2022 committee meeting.
- 1.2 The Consultations scrutiny panel comprised of Mr Martin Caldwell (Chair), Councillor Hardie, Councillor Kennedy-Boyle and Councillor Irvine with support provided by internal audit officers. Councillor Lynch joined the panel in the latter stages to provide cover in the absence of Councillor Irvine.
- 1.3 The consultations process was chosen for inclusion in our scrutiny priorities for 2022/23 due to its importance in terms of any significant planned change in approach by a local authority.

### 2. RECOMMENDATIONS

- 2.1 Committee to agree the Draft Consultations Scrutiny Report.
- 2.2 Committee to agree the most appropriate committee or other Council group for the Consultations Scrutiny Report to be presented to for consideration.

### 3. DETAIL

- 3.1 The initially agreed objectives of the scrutiny review were to:
- Identify any gaps in processes followed by the Council
  - Consider opportunities to implement improvements based on good practice
  - Assess alignment with other public sector organisations and good practice principles

The panel agreed to a further statement of overall purpose of the review as follows:

- ensure centrality of public consultations to Council governance principles
- evaluate the alignment of the council's policy with external sources of good practice
- evaluate focus and content of the Council's guidance

- ensure accepted principles of consultation are included within Council consultation toolkit guidance

3.2 Throughout this review two panel meetings were held to gather evidence.

- Panel one – Head of Customer Support Services and the Communications Manager
- Panel two – those attending panel one with the addition of the Head of Legal and Regulatory Support.

3.3 We would like to extend our appreciation for the cooperation and assistance received from all attendees invited to provide evidence over the course of the review.

3.4 Based on the information obtained over the course of the review the panel has identified six findings specific to this review. These are detailed in the report attached as appendix 1.

3.5 The report has been discussed with the officers and panel members involved in the review to confirm accuracy and it is now for the Committee to decide whether to approve the report and, if so, to agree the most appropriate committee or other Council group for the Consultations Scrutiny Report to be presented to for consideration.

#### **4. CONCLUSION**

4.1 Committee is requested to agree the attached report and agree the most appropriate Committee or other Council group for the report to be presented to for consideration.

#### **5. IMPLICATIONS**

- 5.1 Policy - None
- 5.2 Financial –None
- 5.3 Legal –None
- 5.4 HR – None
- 5.5 Fairer Scotland Duty – None
- 5.5.1 Equalities – None
- 5.5.2 Socio-Economic Duty – None
- 5.5.3 Islands Duty – None
- 5.6 Climate Change – None
- 5.7 Risk – None
- 5.8 Customer Service - None

**Martin Caldwell**  
**Chair of the Consultations Scrutiny Panel**  
**20 June 2023**

**For further information please contact:**  
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**Appendices:**

Appendix 1 – Draft Consultations Scrutiny Report