

SCRUTINY MANUAL

1.0 SUMMARY

- 1.1 The purpose of this paper is to present the Scrutiny Manual.

2.0 RECOMMENDATIONS

- 2.1 Members are requested to endorse the Scrutiny Manual.

3.0 DETAIL

- 3.1 At the Audit and Scrutiny Committee in March 2018 the Committee approved the Scrutiny Framework and noted the Chief Internal Auditor's (CIA) intention to develop a more detailed guidance manual to help deliver scrutiny reviews.
- 3.2 The CIA has drafted the manual and whilst it is predominantly operational guidance for members of the internal audit team there are aspects of the manual which will have an impact on council officers, elected members and external parties. In particular where they may be invited to give evidence to members of the Audit and Scrutiny Committee. Paragraph 13 of the manual confirms that the officers to be invited must be agreed with the relevant member of the SMT to ensure they have the appropriate knowledge and seniority.
- 3.3 Appendices 2 and 3 are template guidance to be provided to officers and external witnesses in the event that they are invited. Whilst large parts of this is administrative advice there is clearly an impact on council services due to the request for input from council officers and also a potential impact on the Council's reputation due to inviting external witnesses to give evidence. Note there is repetition between appendices 2 and 3 as much of the guidance appropriate for officers is also appropriate for external witnesses.
- 3.4 The manual, at paras 22-24, provides guidance on the process to be followed to clear a scrutiny report including the potential for the Audit and Scrutiny Committee to determine which of the other council committees the reports should be submitted to for consideration.
- 3.5 The manual was approved by the Council's Strategic Management Team .on 16 April 2018.

4.0 CONCLUSION

- 4.1 This report further formalises the Council's approach to scrutiny and provides guidance to council officers and elected members on the Council's approach to scrutiny.

5.0 IMPLICATIONS

5.1	Policy:	None
5.2	Financial:	None
5.3	Legal:	None
5.4	HR:	None
5.5	Equalities:	None
5.6	Risk	Formalising approach to scrutiny should contribute to overall risk assurances levels within the Council
5.7	Customer Service	None

LAURENCE SLAVIN
Chief Internal Auditor
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For further information contact: Laurence Slavin, Chief Internal Auditor Tel: 01436 657694, laurence.slavin@argyll-bute.gov.uk

APPENDICES

1. Scrutiny Manual