

Horsham District Council – Governance Peer Challenge Action Plan

Action	Officer and Member Leads	Other help	By When
<p><u>Review the Constitution</u></p> <p>Recommendation 2.1 - Review the current scrutiny arrangements, to create a more robust scrutiny process including reviewing the constitutional basis of Policy Development Advisory Groups (PDAG).</p> <p>Recommendation 2.3 - Review the current planning committee arrangement.</p> <p>Recommendation 2.5. Develop clear guides for decision-making and delegation.</p> <p>Recommendation 2.7 - Conduct a Monitoring Officer (MO)-led review of the council’s Constitution in consultation with members.</p> <p>Recommendation 2.8 – Consider the operation and organisation of your unparished areas.</p> <p>Recommendation 2.9 – Formalise and capture the excellent work done in community consultation and engagement.</p>			
Reviewing the Overview & Scrutiny arrangements including the constitutional basis of PDAGs	Leader of the Council Head of Legal & Democratic Services (Monitoring Officer)	Working Group of: Leader, Leader of the Opposition, Leader of the Green Party, Chair of Governance Committee, the Chair of Overview & Scrutiny, the Chair of the Audit Committee and possibly other members as appropriate. Governance Officer (new role) <u>Issue support</u>	Council 2 April 2025
Reviewing the planning committees.			
Developing simple guides for decision making			
Reviewing the delegations schemes for Cabinet members and officers			
Reviewing the operation and organisation of the unparished areas of Horsham town.			

<p>Formalising consultation & feedback including the use of our economic development and communities' teams and their links</p>		<p>Planning Committees – Cabinet Lead for Planning & Infrastructure, Director of Place & Head of Planning and Building Control</p> <p>Links of business and resident communities Head of Housing and Community Services & Head of Economic Development</p>	
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Overview and Scrutiny

Recommendation 2.2 – Consider a more Planned Approach to scrutiny within the decision-making process ensuring that scrutiny members take control of the agenda and fully understand their role in challenging rather than noting.

<p>Overview & Scrutiny Committee to consider whether it should have external members</p>	<p>Chairman of Overview & Scrutiny</p> <p>Director of Resources</p>	<p>Overview and Scrutiny Chairman and members</p> <p>Clerk to the Overview & Scrutiny Committee</p>	<p>21 February 2025</p>
<p>Overview & Scrutiny Committee to consider and propose training it needs to be included in the member development programme (see below)</p>			<p>ongoing</p>

Performance management

Recommendation 2.4 - Review current Key Performance Indicators to better reflect the council's priorities and the process of tracking implementation and outcomes.

Review the LGA's performance management resources and the LG Inform Headline report for insight	Cabinet Lead for Performance, Customer Services and Communications Director of Resources	Performance Management Officer	30 September 2024
External comparison of Property & Facilities Service & implementation of agreed recommendations	Cabinet Lead for Local Economy and Place Director of Place	Consultants – the 4OC (review) Head of Property & Facilities (implementation)	30 June 2024 31 December 2025
External comparison of Economic Development	Cabinet Lead for Local Economy and Place Director of Place	Consultants – the 4OC (review) Head of Economic Development (implementation)	31 July 2024 31 March 2026
External comparison of Communities	Cabinet Lead for Housing, Communities and Wellbeing Director of Communities	Head of Housing and Communities Community Services Manager	31 March 2025
Review the Performance Indicators set with Cabinet members as part of setting Annual Plan for 2025/26	Cabinet Lead for Performance, Customer Services and Communications Director of Resources	All Cabinet Leads Director of Place Director of Communities Performance Management Officer A representative or representatives from the Overview & Scrutiny Committee.	31 January 2025

Member development

Recommendation 2.6 - Expand your Member Development Framework to include a continuous training programme for new and existing members, cabinet members, chairs of committees, scrutiny, operations of committees and decision-making.

Review and develop a local solution from the LGA’s Local Leadership framework and associated development programme to include “continuous training programme, mentoring opportunities, and specialised training for committee chairs, all-member scrutiny training, and refreshed equalities training” and “promoting the role of challenge and scrutiny”	Cabinet Lead for Performance, Customer Services and Communications Director of Resources	Cabinet Member for Performance, Customer Service and Communications Nominee from each political group.	31 December 2024
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Matters addressed since the Peer Challenge

Informal Cabinet “a development should be that cabinet members put their own ideas into the agenda” – the draft agenda is shared with Cabinet members before the meeting and they add their suggested ideas to those of the officers.

Statutory Officers “can assure themselves that they are leading and owning the development of such a culture, enabling candid conversations and promoting the benefits and need for healthy questioning and challenge.” – presentation by the Chief Executive to Heads of Service on 22 May and all managers on 12 June 2024.

Appointment, in May 2024, of external person with a wide range of public sector experience onto the Audit Committee.

In response to: “The operation of the current O&S committee would benefit from further guidance and support in providing effective challenge in a constructive way that constitutes the desired and required amount of scrutiny”.

- Overview and Scrutiny meetings moved to 2 weeks before Cabinet from 2024/25 Municipal Year
- Overview and Scrutiny chairman attended a 2-day Centre for Public Scrutiny course in February 2024.