

GRADUATE ROLE AND RESPONSIBILITIES

This is the most significant scrutiny event on our work programme.

GRADUATE SUPPORT

- You are not the Group's clerk
- You will support the Chair of the IPP Group
- Your job is to keep track of what is happening, help the chair manage the time and note any Suggestions to Cabinet etc.
- At the meeting you will be identifying
 - Suggestions to Cabinet
 - Proposals for future scrutiny
 - Information Requests
 - You are not expected to provide exhaustive responses to the above. In the past some groups have identified no Suggestions for Cabinet which is fine
 - You will also be answering the Post Settlement adjustments to the Integrated Plan (2017 -18)
- You will forward the Group's proposed future Scrutiny, Information Requests and Suggestions to Cabinet to the Scrutiny Officers to inform the draft report which OSC will debate on the 2 Feb. 2017
- When the IPP papers are published your job will be to identify
 - Themes
 - Areas not addressed
 - Areas fully addressed and not needing further exploration
 - Inconsistencies
 - Areas for further consideration
- You should arrange a meeting with the IPP group chair to
 - discuss your findings
 - agree approach
 - agree key lines of enquiry
 - clarify the support they need
 - draft any additional questions

To ensure the smooth running of the IPP Group the Chair

- will expect that the group will have read the relevant portfolio papers **in advance** of the meeting
- Members can ask additional questions. However, their focus should be on the portfolio being scrutinising. The other Groups will address different areas of the Authority's work
- The Chair should encourage members to keep questions brief and to the point. Long questions often let witnesses off the hook and you can be taken down an irrelevant, if interesting, by-way
- The focus is strategic not local. If you believe the member question is too parochial point this out to the chair who will ask the member to address it outside the meeting

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- OSC Dec 2016 have identified additional areas they would like scrutiny members to explore **TBC**

BRIEFINGS

- 14 Dec 2016 graduate briefing
- 20 Dec 2016 OSC IIP update from Director of Resources and the Executive Member
- 18 Jan 2017
 - Graduate briefing x 1 hour, followed by
 - Graduate, IPP group chair, executive member briefing

IPP SCRUTINY CAFÉ

- **26 Jan** You will need to allow the whole day for the IPP Scrutiny plus part of the evening to ensure all the Suggestions etc. are discussed and recorded
 - the IPP Scrutiny runs 8.45am – 4.30pm
 - wash-up session 4.30pm – 7.00pm
- **2 Feb** OSC reconvenes at 10am to debate the draft report. The committee usually concludes around 1.00pm. You will be expected to attend.