

## **APPENDIX 3.2**

### **EAST AYRSHIRE COUNCIL**

#### **GOVERNANCE AND SCRUTINY ARRANGEMENTS**

#### **GUIDE FOR EXTERNAL WITNESSES**



**East Ayrshire**  
COUNCIL

### **INTRODUCTION**

The Governance and Scrutiny Committee is a body which non-Cabinet Members can hold the Cabinet, as a decision-making body of the Council, to account. The aim of the Governance and Scrutiny process is to improve the Council's policies and ensure that services are performing well. The role of the Governance and Scrutiny Committee also extends to reviewing partnership work in delivery of local services.

### **GOVERNANCE AND SCRUTINY IN EAST AYRSHIRE**

East Ayrshire Council has established a single Committee that carries out the Governance and Scrutiny role. The Governance and Scrutiny membership reflects the political balance of the full Council. Presently the Governance Committee has 11 Members, 5 Scottish National Party Members, 5 Scottish Labour Party Members and 1 Scottish Conservative and Unionist Member. No Cabinet Members can be members of the Governance and Scrutiny Committee and the Chair of the Committee is a member of the Opposition party. Meetings of the Committee are open to members of the public.

Each year, the Governance and Scrutiny Committee will determine a programme of reviews from topics received from a wide range of sources including Elected Members, the Cabinet, Council, and Officers.

### **GIVING EVIDENCE**

#### **In terms of a Review**

The Governance and Scrutiny Committee will invite witnesses to attend Committee meetings and give evidence about an issue that they are believed to be an expert in, which the Committee is currently reviewing. Witnesses will receive a written invitation to attend a meeting outlining the areas in which they will be questioned. In some cases the Committee will prepare a list of questions in advance, although witnesses should not expect the Committee to restrict itself to those questions.

Although the prospect of being involved in the review process might appear daunting, it should be remembered that witnesses are invited for their advice and expertise to help the Committee review a specific subject, not to be criticised by the Committee. Witnesses do not have to answer any questions that they feel unhappy with and it is fine for witnesses to admit if they do not know the answer to a question.

Guidance and advice to those attending Review Meetings will be available from the Council's Governance and Scrutiny Support Witnesses. To ensure that witnesses can prepare thoroughly for meetings the Support Team will aim to provide:

- the project plan for the review;
- timescales and deadlines for the review process;
- advice in regards to the purpose of the review;
- some pre-determined questions that Members would like to raise; and
- the Agenda and supporting documents for the meeting.

If you are unable to attend the meeting when requested to do so, you may nominate and brief a suitable replacement to attend and give evidence on your behalf. In circumstances where neither yourself nor a replacement can attend it might be possible for the Committee to consider a written submission.

External witnesses can be involved in the review process in two separate ways. Witnesses will sometimes be called to make a presentation to Committee on a particular issue; however, in other cases witnesses will be called upon to participate in a review as a representative of another group.

## **PRESENTING EVIDENCE TO THE COMMITTEE**

Witnesses will occasionally be asked to provide an oral presentation to the Committee on a specific subject area; any request to make a presentation will be specified on the invitation. Other witnesses will be invited to attend meetings of the Committee in a consultative manner to represent the views of a broader group during discussion. All witnesses will be asked if they are prepared to take questions from Members.

If making an oral presentation, Witnesses are encouraged to provide a summary of their presentation in writing in time for circulation with Agenda papers. Providing a summary of the presentation will assist Committee Members to prepare for the meeting and ensures that the meeting will be more productive.

When preparing for a presentation at the Governance and Scrutiny Committee meeting please ensure that:

- you have read all the papers for the Committee meeting that you have been sent;
- any presentation you make includes an introduction about yourself on the organisation that you represent;
- any written information you provide is concise and factually accurate;
- any written information refers to the area under review as identified in the project plan;
- any abbreviations or technical terms are explained;
- any information provided includes suggestions for recommendations for change where appropriate;
- you take the opportunity to fully represent your organisation's views; and
- you are prepared to honestly express your views.

Witnesses should note that the meetings of the Governance and Scrutiny Committee are held in public and information will not be withheld unless it is specified as being confidential in terms of the access to information arrangements.

## **REQUEST FOR INFORMATION**

When undertaking a review, the Governance and Scrutiny Committee will require as much information as possible in order that they can make fully evidenced based recommendations. Whilst specific research and consultation will be commissioned by the Committee when necessary, it is recognised that most of the required information will already exist in the Council. Accordingly, the Governance and Scrutiny Committee will, through the Governance and Scrutiny Support Team, request witnesses to provide all the information that relates to the specific objections of the review. With the exception of confidential information such documents should always be provided.

Requested information should be submitted to the Governance and Scrutiny Support Team in sufficient time for Committee deadlines, although it would be helpful if the information is provided as soon as possible after the request.

## **AFTER THE MEETING**

Following each meeting of the Governance and Scrutiny Committee, the Governance and Scrutiny Support Team will circulate the Minutes of the meeting to all of the witnesses that attended.

Once the draft final report of the Governance and Scrutiny Committee which outlines its recommendations, has been produced it will be circulated to all witnesses involved in the review for comment. The Chair of the Governance and Scrutiny Committee and the Lead Officer will review any comments and make changes to the report if necessary. Governance and Scrutiny final reports will be considered by the Cabinet or where appropriate the Council.