

## **Agenda Item No. 10**

### **WEST MIDLANDS REGIONAL ASSEMBLY Board of Directors - Friday 2<sup>nd</sup> December 2005**

#### **Scrutiny and Strategic Review Draft Reporting and Publication Protocol**

##### **Report of Strategic Review Group**

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1. **Purpose**

To obtain Board Members views on a proposed reporting and publication protocol for review reports.

2. **Recommendation**

That Board Members review and comment on the proposed protocol.

3. **Background**

3.1 The scrutiny and strategic review protocol agreed by the full Assembly provides individual review panels with delegated powers to complete reviews, make recommendations and prepare a report.

3.2 The Board is informed of recommendations at the draft reporting stage (when this is circulated to all participants) or when the final report has been agreed dependant upon the timings of meetings. The final report is presented to the full Assembly for discussion and endorsement, then forwarded to all stakeholders, placed on the Assembly website and a press release issued.

3.3 The recent change in how papers are circulated to the Board and to the full Assembly resulted in the high Technology Corridor final report being placed in the public domain prior to discussion by the Board or full Assembly. It was therefore decided to formally publish this report and a press release was issued on 12 September 2005.

3.4 At its last meeting on 11 October 2005, the Strategic Review Group discussed the impact of the changes of the publication of Assembly papers and agreed a series of principals for the reporting and publication of panel reports. These form the basis of the draft protocol detailed below. This will be discussed at the next meeting and Board comments are welcomed. Advice is also being sought from the Assembly's Communications Manager.

3.5 Appendix 1 details the revised membership of the Strategic Review Group which is forwarded to the Board for information.

4. **Scrutiny and Strategic Review Draft Reporting and Publication Protocol**

**Introduction**

4.1 The aim of this protocol is to provide panel chairs with guidance in respect of the preparation and publication of scrutiny and strategic review reports. The evidence gathering process is the most visible element of the review process

but report preparation is of equal importance. Completed reports should be publicised widely to provide a visible result of the process and to as part of the Assembly's wider communication strategy.

### **Report Preparation**

4.2 The Strategic Review Protocol highlights the need to consult participants in the review process on a draft report. It identifies a two week period to consult individuals and organisations providing evidence and a further two weeks to obtain the views of Advantage West Midlands or other organisations subject to recommendations. This period should be treated as a minimum requirement. The duration of the consultation period should be reasonable, consider the timing of the consultation (for example public holidays), and take into account the complexity of the report and the nature of the recommendations.

4.3 The Panel Chair should ensure that all comments received are reviewed and appropriate amendments made to the final report.

### **Reporting Responsibilities**

4.4 Although review panels have delegated responsibilities they are required to report to the Assembly throughout the process. The timetable for each review should take account of reporting requirements and timings of appropriate meetings.

4.5 Evidence Gathering Stage

Strategic Review Group – to receive verbal process reports from Panel Chair or Lead Officer

Board – to be informed of any critical issue by Strategic Review Group Chair

4.6 Report Preparation

Strategic Review Group – to be informed of areas for recommendations and all members to receive copies of draft report

Board – to be informed of key issues and recommendations prior to submission of final report to full Assembly

Full Assembly – to receive final report for discussion and endorsement. The covering report should include information regarding publication arrangements.

Strategic Review Group – members to receive final report and verbal report to be provided regarding issues raised by the full Assembly

4.7 When reports to the Strategic Review Group and the Board are submitted during or after the review consultation period, the Assembly website can be used as the draft reports are already in the public domain. If these reports are being submitted prior to the consultation period, careful consideration should be given to how they are forwarded taking into account the nature of the recommendations.

4.8 Whenever possible the Panel Chair will be expected to attend the appropriate meetings of Strategic Review Group and the full Assembly.

**Publication of Reports**

4.9 Final review reports are required to be published following endorsement by the full Assembly. This should include

4.10 A press release to be issued following the full Assembly meeting and should reflect discussion. In respect of final reports for scrutiny reviews, Advantage West Midlands should normally be invited to provide a comment for inclusion in the press release. The Panel Chair and Lead Officer should review the appropriateness of this for each review.

4.11 The final report is to be placed on the scrutiny section of the Assembly website and distributed to all participants in the process with a short report of issues raised during discussion at the full Assembly meeting.

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