

Skills Workshop: Local Government Scrutiny Skills

Thursday 12th July 2007

The Royal Horseguards, Whitehall, London

This workshop day will look at developing a focused work programme and managing in-depth reviews, how to scope and manage reviews, understanding how to review and challenge performance, how to use performance data to inform and challenge; knowing what's important and maintaining a strategic policy level perspective, questioning and listening, analysis and challenge, influencing, relationship building, understanding diverse needs, chairing meetings and being part of a scrutiny committee.

Who will benefit from attending?

- All Local Government employees with a professional interest in or responsibility for Overview and Scrutiny functions within their local authority

Objectives & Outcomes

- Delegates who attend this workshop based seminar will take back to the office a wide range of practical skills for implementing Scrutiny functions in their organisations
- Sharing Best Practice with delegates from other authorities and organisations

Organisational benefit

- All public authorities sending delegates on this seminar should benefit from the detailed information that the delegates will receive during the course of the day and the fact that delegates will have the opportunity to put into practice some of the ideas discussed before returning to the office.

Training methods & materials

- PowerPoint supported presentations
- Practical workshop based activity sessions guided by a professional trainer
- Group working and sharing best practice methods for effective scrutiny

AGENDA

Please Note: This is a working agenda and is subject to change.

- | | |
|--------------|---|
| 09:00 | Introduction
Aims and objectives of the day, aims and objectives of scrutiny. |
| 09:45 | Managing in-depth reviews
Prioritising issues, planning reviews, assessing risk. |
| 11:00 | Tea/Coffee |
| 11:15 | Scrutiny of partnerships
Local Strategic Partnerships. |
| 12:00 | Performance management
Analysis of performance data; knowing what's important and maintaining a strategic policy level perspective. |
| 01:00 | Lunch |
| 01:45 | Communication skills
Questioning and listening, analysis and challenge; influencing; key relationship building. |
| 03:00 | Tea/Coffee |
| 03:15 | Stakeholder analysis:
Analysis and management of stakeholders, managing community perceptions. |
| 04:00 | Engaging with Local Communities
Using successful strategies, building on success. |
| 04:30 | Close |