Report Title	The Scrutiny Report
Meeting / Date	INEL JHOSC 13th May 2025
Report author/ Contact details	Rosie Whillock Scrutiny Policy Assistant Rosie.whillock@walthamforest.gov.uk
Wards affected	All
Public access	Open
Appendices	Appendix 1 – Forward Plan Appendix 2 – Action Tracker Appendix 3 – Recommendations Tracker

1. Summary

1.1. This the final meeting of the municipal year. Members can view the forward plan, in Appendix 1. If the Committee has any suggestions for items for the 2025-26 cycle these are welcome.

1.2. The Committee is invited to review and comment on the Action Tracker from the previous meeting (Appendix 2).

1.3. The Committee in invited to review the Recommendations Tracker (Appendix 3).

2. Action Tracker

2.1. The Action Tracker captures all actions required of officers by the committee at the previous scrutiny meeting and provides an update on progress.

2.2. Actions are specific tasks requested by the committee for officers to complete. Typically, they are requests for officers to provide information not included in reports but of use to the committee's work.

2.3. Actions captured in the previous meeting are expected to have been completed by the next meeting. Where this has not been possible, reasons for this will be captured in the Action Tracker.

2.4. Completed Actions approved by the committee will then be removed from the working Action Tracker to a store of completed actions.

2.5. The Committee is invited to review and approve on the Action Tracker from the previous meeting (Appendix 2).

3. Recommendation Tracker

3.1. The Recommendation Tracker captures all recommendations made by the committee at the previous scrutiny meeting.

3.2. Recommendations capture the committee's conclusions on how services should change or improve. For example, recommendations could be for officers to work more closely with external partners, to consider the impact of a service on EDI, or to bring more major decisions to pre-decision scrutiny.

3.3. Recommendations require a written response from officers.

3.4. Recommendations made in the previous meeting are expected to have been responded to by the next meeting. Where this has not been possible, reasons for this will be captured in the Recommendations Tracker.

3.5. Recommendation responses approved by the committee will then be removed from the Recommendation Tracker to a store of completed recommendations.

3.6. The Committee is invited to review and approve responses to recommendations from the previous meeting.

4. Implications

4.1. There are no implications as a result of this report going to the committee, as these documents are provided to support its scrutiny activity.

Background Information (as defined by Local Government (Access to Information) Act 1985)

None.