

North East Derbyshire District Council

Cabinet

8 July 2015

Proposed Overview and Scrutiny Work Programme for 2015/16

Report of Councillors T Reader, D Skinner J Windle, B Wright and the Overview and Scrutiny Manager

This report is public

Purpose of the Report

- To inform Cabinet of the future work programme of Scrutiny for 2015/16

1 Report Details

- 1.1 To build on the successful scrutiny previously undertaken at North East Derbyshire and respond proactively to external reviews and new legislation, a Scrutiny Development Plan was developed. The Plan was endorsed and supported by Cabinet (Executive) on 5th December 2007 and the Overview and Scrutiny (O&S) Board on 21st December 2007.
- 1.2 As part of the Development Plan, the need to develop an annual work programme for overview and scrutiny was identified. A process for developing the overview and scrutiny work programme was agreed. This includes informing the Cabinet of the proposed programme.
- 1.3 Scrutiny members have considered their work programme for 2015/16. Suggestions were also sought from all elected members, and officers of the Council. The Monitoring Officer has been provided with a copy for consideration. A proposed work programme is attached at **Appendix 1**.
- 1.4 Other developments and demands on scrutiny member time will need to be taken into account. These include, for example, scrutiny arrangements that have been put in place for the shared services with Chesterfield and Bolsover Councils, and the liaison group between Derbyshire County Council and the Derbyshire Districts.
- 1.5 It is important that the work programme remains realistic and manageable. There needs to be capacity to respond to new issues and developments throughout the year. It is therefore suggested that that each committee undertakes no more than one piece of review work during the year.

2 Conclusions and Reasons for Recommendation

2.1 Scrutiny is required by the Development Plan to keep Cabinet informed of its work programme and communicate their work to other members of the Council. The work programmes are live documents that may change during the year as issues arise.

3 Consultation and Equality Impact

3.1 Not applicable.

4 Alternative Options and Reasons for Rejection

4.1 None at this stage.

5 Implications

5.1 Finance and Risk Implications

5.1.1 None at this stage.

5.2 Legal Implications including Data Protection

5.2.1 None at this stage.

5.3 Human Resources Implications

5.3.1 None at this stage.

6 Recommendations

6.1 That Cabinet support the attached work programmes.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	N/A

Appendix No	Title
Appendix 1	Overview and Scrutiny Work Programmes
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
<ul style="list-style-type: none"> • Report to Executive – 5th December 2007 – “Overview and Scrutiny at North East Derbyshire: The Way Forward” (report no. GBXR/72/07/GH) • Report to Overview and Scrutiny Board – 21st December 2007 – “The Further Development of Overview and Scrutiny at North East Derbyshire” (report. no. FT/01/07/PC) • Report to Overview and Scrutiny Board – 5th February 2008 – “The Development of Overview and Scrutiny at North East Derbyshire: Progress Report” (report. no. FT/01/08/PC) • Report to Overview and Scrutiny Board – 19th June 2008 – the development of Overview and Scrutiny – progress report (report no FT/12/08/PC) 	
Report Author	Contact Number
Sue Broadhead	(01246) 217060

COMMUNITIES SCRUTINY WORK PROGRAMME 2015/16

Fridays at 1:30pm

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
12th June, 2015	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the committee • How the Committee operates • Previous reviews recently undertaken • How reviews are undertaken 	Sue Broadhead – Overview and Scrutiny Manager
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme 	Sue Broadhead – Overview and Scrutiny Manager/Committee
	Environmental Health	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To receive a presentation on the progress of the joint Environmental Health service 	Sharon Gillott and Sam Bentley – Environmental Health Managers
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To discuss and select a topic for the Scrutiny Review • What we want to look at • Who we want to see 	Committee members
	Health and Well Being Nomination	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider an invitation to sit on the partnership 	Sue Broadhead- Overview and Scrutiny Manager
	Equalities	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider where we are with Equalities within the organisation 	Amar Bashir – Improvement Officer

	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead- Overview and Scrutiny Manager
31st July, 2015	Health and Well Being Strategy	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider an update on the refresh of the Health and Well Being Strategy and Scrutiny's involvement 	Dawn Raybould – Partnership Development Officer
	Scrutiny Review	Review	<ul style="list-style-type: none"> To receive a scene setting presentation from lead officer To agree the Project Plan and timetable Member to consider the questions they want to ask stakeholders 	Lead Officer
	Welfare Reforms Action Plan	Monitor	<ul style="list-style-type: none"> To monitor progress against the action plan 	?
	Homelessness Strategy	Monitor and Challenge	<ul style="list-style-type: none"> To monitor progress against the Strategy 	Rebecca Slack – Housing Strategy and Enabling Manager
	Choice based Lettings Annual Report	Monitor and challenge	<ul style="list-style-type: none"> To consider the annual report on the impact of the changes 	Rebecca Slack – Housing Strategy and Enabling Manager
	Anti Social Behaviour and Young People Action Plan	Monitor	<ul style="list-style-type: none"> To consider the lead officers response to the review recommendations 	Sue Broadhead- Overview and Scrutiny Manager
	Mental Health Action Plan	Monitor	<ul style="list-style-type: none"> To consider the lead officers response to the review recommendations 	Sue Broadhead- Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead- Overview and Scrutiny Manager

	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Broadhead- Overview and Scrutiny Manager
25th September, 2015	Scrutiny Review	Monitor and Challenge	<ul style="list-style-type: none"> Interviews 	
20th November, 2015	Scrutiny Review	Review	<ul style="list-style-type: none"> Interviews 	
15th January, 2016	Scrutiny Review	Review	<ul style="list-style-type: none"> Triangulation of Evidence 	
	Non Traditional Stock Condition Survey Update	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update from Rykneld Homes 	
	Police and Crime Panel Update	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update on the work of the Panel from the portfolio holder – Councillor Lillian Robinson2 	
	Joint Waste and Recycling Collection Policy	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Steve Brunt – AD Streetscene
	Joint Street Scene Policy	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Steve Brunt – AD Streetscene
	Derbyshire Joint Municipal Management Strategy	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Steve Brunt – AD Streetscene
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead- Overview and Scrutiny Manager

	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's work programme 	Sue Broadhead- Overview and Scrutiny Manager
	TBC		<ul style="list-style-type: none"> 	
11th March, 2016	Financial Inclusion Activities	Monitor and Challenge	<ul style="list-style-type: none"> To consider the work of the Partnership Team in support of Financial Inclusion 	Steve Lee – Strategic Partnership – Co ordinator
	Housing Revenue Account Update	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update on the Housing Revenue Account 	Bryan Mason – Director - Operations
	Leisure Update	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update on the Leisure Service including performance and VFM 	Lee Hickin – AD Leisure
	Draft Scrutiny Report	Review	<ul style="list-style-type: none"> To consider the draft report of the Scrutiny Review 	Sue Broadhead- Overview and Scrutiny Manager
	TBC		<ul style="list-style-type: none"> 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead- Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Broadhead- Overview and Scrutiny Manager
8th April, 2016	Community Safety Partnership	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the work of the Partnership for the year against the Partnership Plan 	Faye Greene – Community Safety Partnership Manager

	Anti Social Behaviour and Young People Action Plan	Monitor	<ul style="list-style-type: none"> To consider progress against the action plan 	Faye Greene – Community Safety Partnership Manager
	Mental Health Action Plan	Monitor	<ul style="list-style-type: none"> To consider progress against the action plan 	
	Affordable Housing	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Karen Perkins – Housing and Enabling Manager
	Older Persons Delivery Plan	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Karen Perkins – Housing and Enabling Manager
	Affordable Warmth Activities	Monitor and Challenge	<ul style="list-style-type: none"> To consider an update on progress 	Edward Owen – Sustainability Officer/ joint Affordable Warmth Coordinator
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Broadhead- Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead- Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the Committees’ work programme has been completed at year end 	Sue Broadhead- Overview and Scrutiny Manager

GROWTH SCRUTINY COMMITTEE
WORK PROGRAMME 2015/16
Tuesdays at 10:00 am

MEETING DATE	AGENDA ITEMS	SCRUTINY ACTIVITY	WHAT WILL IT COVER	UPDATE/COMMENTS
16 th June, 2015	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the committee • How the Committee operates • Previous reviews recently undertaken • How reviews are undertaken 	Sue Broadhead – Overview and Scrutiny Manager
	Draft Work Programme		<ul style="list-style-type: none"> • To consider the draft work programme 	Sue Broadhead – Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To discuss and select a topic for the Scrutiny Review • What we want to look at • Who we want to see 	Committee members
	Local Plan Update	Monitor and challenge	<ul style="list-style-type: none"> • To update on progress following the consultation exercise 	Helen Fairfax – Planning Policy Manager
	Employment and Skills Update	Monitor and challenge	<ul style="list-style-type: none"> • To consider an update on progress 	Jane Weston – Employment and Skills Officer
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager

4th August, 2015	Scrutiny Review	Review	<ul style="list-style-type: none"> To receive a scene setting presentation from lead officer To agree the Project Plan and timetable Members to consider the questions they want to ask stakeholders 	Lead Officer
	Working with Town and Parish Council Action Plan	Monitor	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review 	Working with Town and Parish Council Action Plan
	Tourism Action Plan	Monitor	<ul style="list-style-type: none"> To consider a progress against the Scrutiny Review Action Plan 	
	Regeneration – The Avenue, Coalite site, former Biwaters site, Callywhite Lane	monitor and challenge	<ul style="list-style-type: none"> To consider an update on the progress of the developments 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Working with Town and Parish Council Action Plan
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	
22nd September, 2015	Scrutiny Review	Review	<ul style="list-style-type: none"> Interviews 	
24th November, 2015			<ul style="list-style-type: none"> Interviews 	

12th January, 2016	Review	Challenge	<ul style="list-style-type: none"> • Triangulation of Evidence 	
	Economic Development and Housing Strategy	monitor and challenge	<ul style="list-style-type: none"> • To monitor progress of the strategy and action plan 	Rebecca Slack and Julian Cosgrove?
	Partnerships	monitor and challenge	<ul style="list-style-type: none"> • To consider an update on the Partnership team activities in support of growth 	Steve Lee – Strategic Partnership Co-Ordinator
	TBC			
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	
11th March, 2016	Growth Agenda	Monitor and challenge	<ul style="list-style-type: none"> • To consider an update on progress of the growth strategy 	Chief Executive
	Local Enterprise Partnerships/ Combined Authorities	Monitor and challenge	<ul style="list-style-type: none"> • To consider an update on progress 	Chief Executive
	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> • To agree the draft scrutiny report for submission to Cabinet 	
	Working with Town and Parish Council Action Plan	Monitor	<ul style="list-style-type: none"> • To consider progress against the Scrutiny Review Action Plan 	Matt Kane – Governance Manager

	TBC		•	
	List of key decisions	Consultee, monitor and challenge	• To consider the list of key decisions	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	• To consider the Committees' work programme	
5th April, 2016	Asset Management	Monitor	• To consider an update on action plan	Grant Galloway –AD Property and Estates
	Planning Service	Monitor and Challenge	• To consider an update on the service	James Arnold – AD Planning and Environmental Health
	TBC		•	
	TBC		•	
	Monitoring of O&S recommendations	Monitor	• To monitor the implementation of previous committee and review recommendations	Sue Broadhead – Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	• To consider the list of key decisions	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	• To consider whether the work programme has been completed at year end	Sue Broadhead – Overview and Scrutiny Manager

**ORGANISATION SCRUTINY COMMITTEE
WORK PROGRAMME 2015/16**

Wednesday at 3:00 pm

MEETING DATE	AGENDA ITEMS	SCRUTINY ACTIVITY	WHAT WILL IT COVER	UPDATE/COMMENTS
17th June, 2015	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the committee • How the Committee operates • Previous reviews recently undertaken • How reviews are undertaken 	Sue Broadhead – Overview and Scrutiny Manager
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme 	Sue Broadhead – Overview and Scrutiny Manager
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> • Overview of the Transformation Programme by the Director of Transformation 	Paul Hackett
	Business Development	Monitor and challenge	<ul style="list-style-type: none"> • Update from the Business Development Manager 	Liz Ball

	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> To discuss and select a topic for the Scrutiny Review What we want to look at Who we want to see 	Committee members
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager
29th July, 2015	Scrutiny Review	Review	<ul style="list-style-type: none"> To receive a scene setting presentation from lead officer To agree the Project Plan and timetable Members to consider the questions they want to ask stakeholders 	Lead Officer
	Investors In People		<ul style="list-style-type: none"> An update on retaining accreditation against the Investor in People extended framework 	
	Customer Services Transformation	Monitor and challenge	<ul style="list-style-type: none"> To consider how the service will meet the Corporate Priority to increase customer confidence and satisfaction with Council services and improve customer contact and access to information 	Jane Foley – AD Customer Services and Improvement

	Revenue Strategy	Monitor	<ul style="list-style-type: none"> To consider an update on progress 	Jane Foley AD – Customer Service and Improvement
	Strategic Alliance People Strategy and action plan	Monitor and challenge	<ul style="list-style-type: none"> To consider progress 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Programme Work	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	
16th September, 2015			<ul style="list-style-type: none"> Interviews 	
11th November, 2015			<ul style="list-style-type: none"> Interviews 	
6th January, 2016	Review	Challenge	Triangulations of Evidence	
	ICT Update	Monitor and challenge	To consider an update from the ICT Manager	Nick Blaney
	TBC			
9th March, 2016	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> To finalise the scrutiny review report 	committee

	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> To receive an update on progress 	Paul Hackett -Joint Executive Director - Transformation
	TBC		<ul style="list-style-type: none"> 	
	TBC		<ul style="list-style-type: none"> 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Programme Work	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	
13th April, 2016	TBC		<ul style="list-style-type: none"> 	
	TBC		<ul style="list-style-type: none"> 	
	TBC		<ul style="list-style-type: none"> 	
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Broadhead – Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Programme Work	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the Committees' work programme has been completed at year end 	

**AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED
WORK PROGRAMME 2015/2016**

<u>DATE OF MEETING</u>	<u>ITEM</u>
25 June 2015	<ul style="list-style-type: none"> • Internal Audit Consortium: Annual Report 2014/2015 • Summary of Internal Audit Reports issued 2014/2015 • Annual Review of Adequacy of Internal Audit • Draft Statement of Accounts 2014/2015 • Key Issues of Financial Governance
24 September 2015	<ul style="list-style-type: none"> • Report to those Charged with Governance (KPMG) • NEDDC Statement of Accounts 2014/2015 • Key Issues of Financial Governance • Medium Term Financial Plan (MTFP) Update • Review of Risk Management Strategy • Review of Anti Fraud Policy • Risk Management Update, Partnership Working and Strategic Risk Register • Performance Management, 1st Quarter 2015/2016 • Quarter 1 2014/2015 Financial Monitoring
26 November 2015	<ul style="list-style-type: none"> • Budget Monitoring Report – Quarter 2 – July – September 2015 • Risk Management Update, Partnership Working and Strategic Risk Register • Performance Management, 2nd Quarter 2015/2016 • Key Issues of Financial Governance • Corporate Debt Recovery Update
4 February 2016	<ul style="list-style-type: none"> • Medium Term Financial Plan 2015/2016 to 2017/2018 • DOES THIS TIE IN WITH BUDGET TIMETABLE?P • Key Issues of Financial Governance • Finance and Risk Update • Performance Management, 3rd Quarter 2015/2016 • Risk Management Update, Partnership Working and Strategic Risk Register
21 April 2016	<ul style="list-style-type: none"> • Key Issues of Financial Governance • Internal Audit Plan 2016/2017 • Internal Audit Plan 2015/2016