

**North East Derbyshire District Council**

**Cabinet**

**3 August 2016**

**Proposed Overview and Scrutiny Work Programme for 2016/17**

**Report of the Chairs of Scrutiny 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 2016/17

**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 5 December 2007 and the Overview and Scrutiny (O&S) Board on 21 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 2016/17. 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 Overview and Scrutiny Work Programmes for 2016/17.

## **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is an executive decision 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
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	N/A

8 **Document Information**

<b>Appendix No</b>	<b>Title</b>
1	Proposed Work Programme
<b>Background Papers</b> (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)	
<b>Report Author</b>	<b>Contact Number</b>
Sue Veerman Overview & Scrutiny Manager	(01246) 217060

AGIN 6 (CAB 0803) Scrutiny Work Programmes/AJD

# Appendix 1

## AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2016/2017

<u>DATE OF MEETING</u>	<u>ITEM</u>
19 May 2016	<ul style="list-style-type: none"><li>• Internal Audit Consortium: Annual Report 2015/2016</li><li>• Summary of Internal Audit Reports issued 2015/2016</li><li>• Annual Review of Adequacy of Internal Audit</li><li>• Annual Governance Statement 2015/16</li><li>• Key Issues of Financial Governance</li></ul>
14 July 2016	<ul style="list-style-type: none"><li>• Use of agency staff in relation to the Planning, Housing Benefit and Streetscene teams</li><li>• Report of External Auditor (KPMG) – Annual Audit Fee Letter 2016/17</li><li>• Financial Outturn 2015/16</li><li>• Strategic Risk Register and Partnership Arrangements</li><li>• Quarter 1 2016/17 Financial Monitoring</li><li>• Performance Management, 1<sup>st</sup> Quarter 2016/2017</li><li>• Key Issues of Financial Governance</li></ul>
22 September 2016	<ul style="list-style-type: none"><li>• Report on implementation of Audit Report Recommendations in relation to Section 106 Agreements (Assistant Director for Planning invited to attend)</li><li>• Report on implementation of Audit Report Recommendations in relation to Commercial and Industrial Property Rents (Assistant Director Property &amp; Estates invited to attend)</li><li>• Report to those Charged with Governance ISA 260 (KPMG)</li><li>• NEDDC Statement of Accounts 2015/2016</li><li>• Report of Internal Audit – Summary of Progress on the Internal Audit Plan.</li><li>• Key Issues of Financial Governance</li><li>• Strategic Risk Register and Partnership Arrangements</li></ul>
24 November 2016	<ul style="list-style-type: none"><li>• Report of External Auditor (KPMG) Annual Audit Letter 2015/16</li><li>• Budget Monitoring Report – Quarter 2 – July – September 2016</li><li>• Strategic Risk Register and Partnership Arrangements</li><li>• Performance Management, 2nd Quarter 2016/2017</li><li>• Key Issues of Financial Governance</li></ul>

2 February 2017	<ul style="list-style-type: none"> <li>• Medium Term Financial Plan 2016/2017 to 2019/20</li> <li>• Report of Internal Audit – Summary of Progress on the Internal Audit Plan.</li> <li>• Key Issues of Financial Governance</li> <li>• Performance Management, 3rd Quarter 2016/2017</li> <li>• Strategic Risk Register and Partnership Arrangements</li> </ul>
6 April 2017	<ul style="list-style-type: none"> <li>• Report of the External Auditor (KPMG) : External Audit Plan 2017/18</li> <li>• Internal Audit Plan 2017/2018</li> <li>• Internal Audit Plan 2017/2018</li> <li>• Key Issues of Financial Governance</li> </ul>

**COMMUNITIES SCRUTINY WORK PROGRAMME 2016/17**  
**Fridays at 1:00pm**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT IT WILL COVER</b>	<b>UPDATE/COMMENTS</b>
<b>3<sup>rd</sup> June, 2016</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Scene setting – the terms of reference for the Committee</li> <li>• How the Committee operates - Discussion</li> </ul>	Sue Veerman - Overview and Scrutiny Manager/Committee members
	Feedback from meeting with representative from East Midlands Ambulance Services	Consultee	<ul style="list-style-type: none"> <li>• Report back on issues raised at a meeting with Emas on 3<sup>rd</sup> June, 2016</li> </ul>	Verbal report Chair/Sue Veerman - Overview and Scrutiny Manager
	Safeguarding	Review	<ul style="list-style-type: none"> <li>• To consider any further topics or monitoring</li> </ul>	Committee members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To discuss and select a topic for the Scrutiny Review</li> <li>• What we want to look at</li> <li>• Who we want to see</li> </ul>	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme for the year and items for inclusion</li> </ul>	Committee members/ Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager

<b>29<sup>th</sup> July, 2016</b>	Public Health in North East Derbyshire	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider a presentation from Mandy Chambers – Public Health Manager, Derbyshire County Council on Health within Derbyshire</li> </ul>	Confirmed – Mandy Chambers in attendance
	Universal Credit and Welfare Reforms	monitor and challenge	<ul style="list-style-type: none"> <li>To consider an update on the impact of Universal Credit and Welfare Reforms</li> </ul>	Confirmed Ian Spencer – Revenues and Benefits Manager in attendance
	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> <li>To agree the Project Plan and discuss timetabling</li> <li>Documentation</li> </ul>	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman Overview and Scrutiny Manager
<b>23<sup>rd</sup> September, 2016</b>	Review of Licensing Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the new Licensing Policy</li> </ul>	John Chambers in attendance to discuss Licensing Policy and initial outcomes of consultation
	Leisure Update	monitor and challenge	To receive an update on the work of the service including its contribution to delivery of the health targets within the Corporate Plan	Lee Hickin – Assistant Director Leisure in attendance
	Review of Safeguarding Children Policy	Consultee, monitor and challenge	To consider the revision of the Safeguarding Children Policy	Paul Hackett – Director of Transformation – <b>awaiting timetable</b>

	Action plan from lead officer on Environmental Despoilment Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the lead officers response to the Scrutiny Review</li> </ul>	
	Action plan from lead officer on Safeguarding Arrangements Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the lead officers response to the Scrutiny Review</li> </ul>	Paul Hackett – Director of Transformation
	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Interviews/documentation</li> </ul>	
<b>18<sup>th</sup> November, 2016</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Interviews/documentation</li> </ul>	
<b>13<sup>th</sup> January, 2017</b>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Focus Group</li> <li>Interviews</li> <li>Town Teams</li> </ul>	
<b>10<sup>th</sup> March, 2017</b>	Scrutiny Review	Review	Triangulate Scrutiny Review	
	Financial Inclusion Activities	Monitor	To consider progress of actions in support Financial Inclusion	Steve Lee – Strategic Partnership Co-ordinator
	Healthy NED Approach	Monitor	To consider progress against the action plan	Dawn Raybould – Partnership Development Officer including Councillor Blanshard

<b>7<sup>th</sup> April, 2016</b>	Community Safety Partnership	Review	To consider the work of the Partnership for the year against the partnership plan	Faye Green – Community Safety Partnership Manager
	Draft Scrutiny Review report	Review	To agree the draft report for the Town Centre Environments and Community Safety Review	
	Action plan from lead officer on Environmental Despoilment Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the lead officers response to the Scrutiny Review</li> </ul>	Steve Brunt – Assistant Director Street Scene/ Sharon Gillott – Environmental Health Manager will be in attendance
	TBC			
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	Sue Veerman - Overview and Scrutiny Manager

**DRAFT GROWTH SCRUTINY COMMITTEE WORK PROGRAMME 2016/17**  
**Thursdays at 2:00pm**

<b>MEETING DATE</b>	<b>AGENDA ITEMS</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT WILL IT COVER</b>	<b>UPDATE/COMMENTS</b>
<b>7<sup>th</sup> July, 2016</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Scene setting – the terms of reference for the committee</li> <li>• How the Committee operates including review work - discussion</li> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To discuss and select a topic for the Scrutiny Review</li> <li>• What we want to look at</li> <li>• Who we want to see</li> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	Draft Work Programme		<ul style="list-style-type: none"> <li>• To consider the draft work programme</li> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	Employment and Skills Update	Monitor and Challenge	<ul style="list-style-type: none"> <li>• To receive an Update</li> </ul>	Jane Weston – Employment and Skills Officer
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
<b>1st September, 2016</b>	Update on Growth Strategy	Monitor and challenge	<ul style="list-style-type: none"> <li>• To receive a presentation from the Chief Executive on progress against the action plan including regeneration of major sites</li> </ul>	Dan Swaine, Chief Executive Other officers may attend as well

	Development Prospectus	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider what the Committee would like to see in a development prospectus</li> </ul>	Dan Swaine
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>To finalise the topic for review and scope</li> </ul>	Dan Swaine
	Local Plan Update	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider an update on progress</li> </ul>	Helen Fairfax
	Action plan from lead officer on Vacant Land Scrutiny Review	Review	<ul style="list-style-type: none"> <li>To consider the lead officers response to the Scrutiny Review of Vacant Land</li> </ul>	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	
<b>6<sup>th</sup> October, 2016</b>	Joint Ventures	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider a presentation on using joint ventures for general and housing land</li> </ul>	Grant Galloway – Assistant Director Property and Estates
	Unauthorised development	monitor and challenge	<ul style="list-style-type: none"> <li>Discussion on enforcement of unauthorised development</li> </ul>	Planning representative
	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Interviews</li> </ul>	
<b>1<sup>st</sup> December, 2016</b>	Digital Derbyshire	monitor and challenge	<ul style="list-style-type: none"> <li>To receive a presentation on progress</li> </ul>	<b>To be invited</b>

	Scrutiny Review		<ul style="list-style-type: none"> <li>Interviews</li> </ul>	
<b>26<sup>th</sup> January, 2017</b>	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Interviews</li> </ul>	
<b>16<sup>th</sup> March, 2017</b>	Scrutiny Review	Challenge	<ul style="list-style-type: none"> <li>Triangulation of Evidence</li> </ul>	Committee Members
	Economic Development and Housing Strategy action plan	monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress against the action plan</li> </ul>	Julian Cosgrove – Economic Development and Growth Manager/Karl Apps -Joint Housing Strategy and Growth Manager
	TBC			
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
<b>13<sup>th</sup> April, 2017</b>	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> <li>To agree the draft scrutiny report for submission to Cabinet</li> </ul>	
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Update on implementation of recommendations Vacant Land Review</li> </ul>	Grant Galloway – Assistant Director Property and Estates -Including asset management strategy action plan update

	Partnerships	monitor and challenge	<ul style="list-style-type: none"> <li>To consider an update on the Partnership team activities in support of growth</li> </ul>	Steve Lee – Strategic Partnership Co-Ordinator
	Tbc			
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the work programme has been completed at year end</li> </ul>	Sue Veerman – Overview and Scrutiny Manager

**ORGANISATION SCRUTINY COMMITTEE WORK PROGRAMME 2016/17**  
**Wednesdays at 3:00 pm**

<b>MEETING DATE</b>	<b>AGENDA ITEMS</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT WILL IT COVER</b>	<b>UPDATE/COMMENTS</b>
<b>29<sup>th</sup> June, 2016</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Scene setting – the terms of reference for the committee</li> <li>• How the Committee operates</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To discuss and select a topic for the Scrutiny Review</li> <li>• What we want to look at</li> <li>• Who we want to see</li> </ul>	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> <li>• Overview of the Transformation Programme by the Director of Transformation</li> </ul>	Paul Hackett in attendance
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
<b>27<sup>th</sup> July, 2016</b>	Response and/or action plans from Scrutiny Reviews on Performance Related Pay and Administrative Arrangements and Joint Officer	Review	<ul style="list-style-type: none"> <li>• To consider the Lead Officer response to the previous year's reviews (to be submitted to Cabinet on 3<sup>rd</sup> August)</li> </ul>	Stephanie Barker in attendance

	Human Resources	Monitor and challenge	<ul style="list-style-type: none"> <li>Discussion session with the Assistant Director of Human Resources and Payroll</li> </ul>	Stephanie Barker in attendance
	Scrutiny Review	Monitor and challenge	<ul style="list-style-type: none"> <li>Following on from the previous two items to consider further the topic for this year's scrutiny review</li> </ul>	Committee Members
<b>14th September, 2016</b>	Employee Survey	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the results of the Employee Survey</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Scrutiny Review	Review`	<ul style="list-style-type: none"> <li>To receive a scene setting presentation from Lead Officer</li> <li>To agree the Project Plan and timetable</li> <li>To consider any documentation</li> <li>Members to consider the questions they want to ask stakeholders</li> </ul>	Lead Officer  Overview and Scrutiny Manager
<b>9th November, 2016</b>	Scrutiny Review	Challenge	<ul style="list-style-type: none"> <li>Interviews/documentation</li> </ul>	
<b>4th January, 2017</b>	Scrutiny Review	Challenge	<ul style="list-style-type: none"> <li>Interviews/documentation</li> </ul>	

<b>8<sup>th</sup> March, 2017</b>	Review	Challenge	<ul style="list-style-type: none"> <li>• Triangulation of Evidence</li> </ul>	Committee Members/ Sue Veerman Overview and Scrutiny Manager
	Administrative Arrangements and joint officers	Monitor	<ul style="list-style-type: none"> <li>• To monitor progress of the implementation of the reviews recommendations (action plan)</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Strategic Alliance People Strategy 2016 – 2019	Monitor and Challenge	<ul style="list-style-type: none"> <li>• To receive an update on progress against the action plan</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	TBC			
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committees’ work programme</li> </ul>	
<b>12<sup>th</sup> April, 2017</b>	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> <li>• To finalise the scrutiny review report for</li> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> <li>• To receive an update on progress</li> </ul>	Paul Hackett -Joint Executive Director – Transformation and Jane Foley – Assistant Director of Customer Services and Improvement -

	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Veerman – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	
	TBC			
	TBC			
	TBC			