

North East Derbyshire District Council

Cabinet

30 August 2017

Proposed Overview and Scrutiny Work Programme for 2017/18

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 2017/18

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 Cabinet of the proposed programme.
- 1.3 Scrutiny members have considered their work programme for 2017/18. Suggestions were also sought from 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 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 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 2017/18.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	N/A

8 Document Information

Appendix No	Title
1	Proposed Work Programmes
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)	
Report Author	Contact Number
Sue Veerman Overview & Scrutiny Manager	(01246) 217060

AGIN 6 (CAB 0830) Scrutiny Work Programmes/AJD

Appendix 1

AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2017/2018

<u>DATE OF MEETING</u>	<u>ITEM</u>
18 May 2017	<ul style="list-style-type: none">• Internal Audit Consortium: Annual Report 2016/2017• Summary of Internal Audit Reports Issued 2016/2017• Annual Review of Effectiveness of Internal Audit• Annual Governance Statement 2016/17• Key Issues of Financial Governance• Audit and Corporate Governance Committee – Proposed Workplan 2017/18• Performance Management Quarter 4 2016/17
27 July 2017	<ul style="list-style-type: none">• Report of Those Charged with Governance ISA 260 (KPMG)• NEDDC Statement of Accounts 2016/17• Report of External Auditor (KPMG) – Annual Audit Fee letter 2017/18• Financial Outturn 2016/17• Strategic Risk Register and Partnership Arrangements• Quarter 1 2017/18 Financial Monitoring• Performance Management, Quarter 1: 2017/18• Key Issues of Financial Governance
28 September 2017	<ul style="list-style-type: none">• Report of Internal Audit – Summary of Progress on the Internal Audit Plan• Fighting Fraud and Corruption Locally• Key Issues of Financial Governance
16 November 2017	<ul style="list-style-type: none">• Report of External Auditor (KPMG) Annual Audit Letter 2016/17• Quarter 2 2017/18 Financial Monitoring• Strategic Risk Register and Partnership arrangements• Performance Management Quarter 2: 2017/18• Evaluate the Effectiveness of the Audit and Corporate Governance Committee• Key Issues of Financial Governance
25 January 2018	<ul style="list-style-type: none">• Medium Term Financial Plan 2017/18 to 2020/21• Report of Internal Audit – Summary of Progress on the Internal Audit Plan• Key Issues of Financial Governance• Performance Management, Quarter 3: 2017/18• Strategic Risk Register and Partnership Arrangements

12 April 2018	<ul style="list-style-type: none"> • Report of the External Auditor (KPMG): External Audit Plan 2018/19 • Report of the External Auditor (KPMG): Progress Report and Technical Update • Internal Audit Plan 2018/19 • Key Issues of Financial Governance • Performance Management, Quarter 4: 2017/18 • Strategic Risk Register and Partnership Arrangements • Proposed Accounting Policies 2018/19
17 May 2018	<ul style="list-style-type: none"> • Internal Audit Consortium: Annual Report 2017/2018 • Summary of Internal Audit Reports Issued 2017/2018 • Annual Review of Effectiveness of Internal Audit • Annual Governance Statement 2017/18 • Key Issues of Financial Governance

DRAFT COMMUNITIES SCRUTINY WORK PROGRAMME 2017/18
Fridays at 1:00pm

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
2nd June 2017	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the Committee • How the Committee operates – Discussion 	Sue Veerman - Overview & Scrutiny Manager/Committee members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at • Consider stakeholders who we want to see 	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme for the year and items for inclusion 	Committee members/Sue Veerman - Overview & Scrutiny Manager
	Disposal of Land on Housing Estates	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To discuss the disposal of small plots of land on housing estates 	Grant Galloway – AD of Property and Estates
	New Licensing Test	monitor and challenge	To consider the robustness of the new test	Sharon Gillot – Environmental Health Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman - Overview & Scrutiny Manager

21st July 2017	Self Harm Results	monitor	<ul style="list-style-type: none"> To consider the results of the Positive 4 Young People event at Tupton Hall School 	Directors/representative from the P4YP project
	Security and Health and Safety	monitor and challenge	<ul style="list-style-type: none"> Discussion with Facilities and Leisure 	David Broom and Lee Hickin in attendance
	Action plan - lead officer response	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – The Impact of Town Centre Environments and Community Safety 	
	Complaints	monitor and challenge	<ul style="list-style-type: none"> To consider data provided on external complaints received within the Committees remit 	
	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To discuss review scoping 	Chair/Overview & Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview & Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman - Overview & Scrutiny Manager
22nd September 2017	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Scene setting Interviews 	
	List of key decisions	Consultee, monitor and challenge	To consider the list of key decisions	Sue Veerman - Overview & Scrutiny Manager

	Scrutiny Work Programme	Consultee, monitor and challenge	To consider the Committees' work programme	Sue Veerman - Overview & Scrutiny Manager
17th November 2017	Scrutiny Review	Review	Interviews	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview & Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman - Overview & Scrutiny Manager
12th January 2018	Scrutiny Review	Review	Interviews	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview & Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's Work Programme 	Sue Veerman - Overview & Scrutiny Manager
23rd February 2018	Scrutiny Review	Review	Triangulation of evidence – Scrutiny Review	Members
	Leisure	monitor and challenge	Update on outcome of refurbishment and corporate targets	Lee Hickin – AD Leisure
	Healthy North East Derbyshire	monitor and challenge	To consider progress on the Healthy North East Derbyshire Approach	Partnership Team

	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview & Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's Work Programme 	Sue Veerman - Overview & Scrutiny Manager
13th April 2018	Community Safety Partnership	Review	<ul style="list-style-type: none"> To consider the work of the Partnership for the year against the partnership plan 	Faye Green – Community Safety Partnership Manager
	Action plan from lead officer on The Impact of Town Centre Environments on Community Safety Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the progress against the action plan 	Steve Brunt – AD Streetscene
	Streetscene	monitor and challenge	<ul style="list-style-type: none"> To consider the services performance including recycling 	Steve Brunt – AD Streetscene
	Financial Inclusion Activities	monitor and challenge	<ul style="list-style-type: none"> Update from the Partnership Team on their work in support of Financial Inclusion 	Steve Lee - Partnership Co-Ordinator
	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
	Update on Universal Credit	monitor and challenge	<ul style="list-style-type: none"> To consider further the impact of the introduction of Universal Credit 	Ian Spencer Revenues & Benefits Manager Di Parker Housing Policy and Intelligence Officer

	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Veerman - Overview & Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview & 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 Veerman - Overview & Scrutiny Manager

Possible future items:

- Review of Licensing Policy to be added when timescale known, test questions also to be monitored
- CSE Co-ordinator - Discussion on Safeguarding

**DRAFT GROWTH SCRUTINY WORK PROGRAMME 2017/18
THURSDAY AT 1:00pm**

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
15th June 2017	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the Committee • How the Committee operates – Discussion 	Sue Veerman - Overview and Scrutiny Manager/Committee members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at • Consider stakeholders who we want to see 	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme for the year and items for inclusion 	Committee members/ Sue Veerman - Overview and Scrutiny Manager
	Growth Summary 2016/17		<ul style="list-style-type: none"> • To consider the Growth Performance Indicators 	Kath Drury - Information, Engagement and Performance Manager
	Update on Garages	Monitor and challenge	<ul style="list-style-type: none"> • To consider progress on the Audit of Garages by Rykneld Homes 	Niall Clarke and/or Graham Wingfield – Rykneld Homes
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman- Overview and Scrutiny Manager

20th July 2017	Brownfield Sites, Greenfield and Green belt and housing	monitor and challenge	Discussion on current policy and operation	Helen Fairfax
	Tourism and Growth	monitor and challenge	Discussion on where the service is at and links with growth agenda	Allison Westray Chapman
	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> Choose review topic and if possible scope 	
	Action plan - lead officer response	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – A61 Corridor 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
21st September 2017	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Approval of Project Plan Interviews 	
	List of key decisions	Consultee, monitor and challenge	To consider the list of key decisions	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	To consider the Committees' work programme	Sue Veerman Overview and Scrutiny Manager

9th November 2017	Growth Update and major regeneration projects plus Joint Venture Update and One Public Estate	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider an update from Chief Executive and Assistant Director of Economic Growth 	Dan Swaine and Allison Westray-Chapman Grant Galloway
	Local Plan Update	Monitor and challenge	To consider progress of the Local Plan	Helen Fairfax – Planning Policy Manager
	Scrutiny Review	Review	Interviews	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
21st December 2018	Scrutiny Review	Review	Interviews	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - 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 Veerman - Overview and Scrutiny Manager
8th February 2018	Scrutiny Review	Review	Triangulation of evidence – Scrutiny Review	Members
	Partnership Activities in support of Growth	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

	Action plan from lead officer on A61 Corridor	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the progress against the action plan 	Allison Westray-Chapman – AD Economic Growth
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - 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 Veerman - Overview and Scrutiny Manager
5th April 2018	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
	Economic Development and Housing Strategy Update(including Empty Properties action plan update and Employment and Skills update		<ul style="list-style-type: none"> To consider progress against the strategy and associated action plans 	Karl Apps Julian Cosgrove Jane Weston
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Veerman - 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 Veerman - 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 Veerman - Overview and Scrutiny Manager

**DRAFT ORGANISATION WORK PROGRAMME 2017/18
WEDNESDAY AT 3:00PM**

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
14th June 2017	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the Committee • How the Committee operates – Discussion 	Sue Veerman - Overview and Scrutiny Manager/Committee members
	Annual Report of Human Resources and Organisational Development	monitor and challenge	<ul style="list-style-type: none"> • Performance Indicators, including sickness • Employee Survey Feedback and action plan 2017 • Sign off of Administrative Arrangements and Joint Officer action plan • Question and answer session on HR related issues 	Steph Barker – Assistant Director Human Resources
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at • Consider stakeholders who we want to see 	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme for the year and items for inclusion 	Committee members/ Sue Veerman - 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 Veerman- Overview and Scrutiny Manager
19 th July 2017	Apprenticeships	monitor and challenge	<ul style="list-style-type: none"> To discuss progress on the Apprenticeships Scheme with the HR Business Partner – Organisation Development 	Clare Ashton
	Sickness data	monitor and challenge	<ul style="list-style-type: none"> Discussion with the Assistant Director of HR and Payroll 	Steph Barker
	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To agree the Project Plan and discuss timetabling Documentation To receive a scene setting presentation from the HR and OD Manager - Transformation 	Sara Gordon
	Action plan - lead officer response	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – Health and Wellbeing and Morale 	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager

13th September 2017	Scrutiny Review	Consultee, monitor and challenge	Interviews	
	List of key decisions	Consultee, monitor and challenge	To consider the list of key decisions	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	To consider the Committees' work programme	Sue Veerman Overview and Scrutiny Manager
1st November 2017	Scrutiny Review	Review	Interviews	
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
10th January 2018	Scrutiny Review	Review	Interviews	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - 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 Veerman - Overview and Scrutiny Manager
28th February 2018	Scrutiny Review	Review	Triangulation of evidence – Scrutiny Review	Members

	Transformation Programme Update	monitor and challenge	To consider progress against the action plan	
	Item to be confirmed			
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - 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 Veerman - Overview and Scrutiny Manager
18th April 2018	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
	Action plan from lead officer on Health and Wellbeing and Morale Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the progress against the action plan 	Steph Barker
	Item to be confirmed		<ul style="list-style-type: none"> 	Arising from discussion at first meeting
	Item to be confirmed			Arising from discussion at first meeting
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Veerman - 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 Veerman - 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 Veerman - Overview and Scrutiny Manager
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Possible future topic – How can the Strategic Alliance be more effective in delivering front line services