

North East Derbyshire District Council

Cabinet

1 August 2018

Proposed Overview and Scrutiny Work Programme for 2018/19

Report of the Chairs of Scrutiny

This report is public

Purpose of the Report

- To inform Cabinet of the future work programme of Scrutiny for 2018/19

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 Three of the Scrutiny Committees have considered their work programme for 2018/19. The Audit and Corporate Governance Scrutiny Committee are due to consider their work programme on 26 July 2018. Any amendments to the draft attached to this report which are agreed by the Committee will be reported to Cabinet at the meeting. Suggestions were 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 2018/19.

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:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
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
<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>	
Report Author	Contact Number
Sue Veerman Overview & Scrutiny Manager	(01246) 217060

AGIN 5 (CAB 0801) Scrutiny Work Programmes/MD

**AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED
WORK PROGRAMME 2018/2019**

<u>DATE OF MEETING</u>	<u>ITEM</u>
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 Governance Statement 2017/18 • Strategic Risk Register and Partnership Arrangements • Performance Management Quarter 4 2017/18
26 July 2018	<ul style="list-style-type: none"> • Report of Those Charged with Governance ISA 260 (KPMG) • NEDDC Statement of Accounts 2017/18 • Financial Outturn 2017/18 • Quarter 1 2018/19 Financial Monitoring • Performance Management, Quarter 1: 2018/19 • Internal Audit Charter • Summary of Progress on the Annual Internal Audit Plan 2018/19
4 October 2018	<ul style="list-style-type: none"> • Report of External Auditor (KPMG) Annual Audit Letter 2017/18 • Strategic Risk Register and Partnership Arrangements • Fighting Fraud and Corruption Locally • Evaluate the Effectiveness of the Audit and Corporate Governance Committee/Self Assessment • Key Issues of Financial Governance
22 November 2018	<ul style="list-style-type: none"> • Summary of Internal Audit Reports Issued 2017/2018 • Revised Budgets 2018/19 • Quarter 2 2018/19 Financial Monitoring • Strategic Risk Register and Partnership arrangements • Performance Management Quarter 2: 2018/19 • Key Issues of Financial Governance
31 January 2019	<ul style="list-style-type: none"> • Medium Term Financial Plan 2018/19 to 2021/22 • Report of Internal Audit – Summary of Progress on the Internal Audit Plan • Key Issues of Financial Governance • Performance Management, Quarter 3: 2018/19 • Strategic Risk Register and Partnership Arrangements • Annual Review of Effectiveness of Internal Audit
18 April 2019	<ul style="list-style-type: none"> • Report of the External Auditor : External Audit Plan 2019/20 • Report of the External Auditor :Progress Report and Technical Update • Internal Audit Plan 2019/20 • Key Issues of Financial Governance • Performance Management, Quarter 4: 2018/19 • Strategic Risk Register and Partnership Arrangements • Proposed Accounting Polices 2019/20 • Financial Procedures within Constitution Review • Annual Governance Statement

COMMUNITIES SCRUTINY WORK PROGRAMME 2018/19

Fridays at 1:00pm

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
8th June 2018	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/ 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		<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
	Gambling Act Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Gambling Act Policy 	Victoria Dawson - Team Leader (Legal) Accepted
	Licensing Act Policy	monitor and challenge	<ul style="list-style-type: none"> • To consider the Licensing Act Policy 	Victoria Dawson - Team Leader (Legal)

				Accepted
	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
3 rd August 2018	Scrutiny Review	Review	<ul style="list-style-type: none"> Approval of Project Plan and timetable Drafting of questions 	Committee Committee
	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 – Domestic Abuse 	
	Licensing Policies	monitor and challenge	<ul style="list-style-type: none"> To consider the outcome of the consultation exercise 	Kevin Shillito – Principal Solicitor Accepted
	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

5th October 2018	Scrutiny Review		<ul style="list-style-type: none"> • Scene setting 	Lee Pepper – Housing Options Team Leader - Accepted
	Action Plan - previous Scrutiny Review including parking aspect	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider whether the action plan – The Impact of Town Centre Environments on Community Safety can be signed off 	<p>Steve Brunt, HOS Service – Streetscene Accepted</p> <p>Peter Campbell – HOS Community Safety Invited</p> <p>Faye Green – Community Safety Officer Accepted</p> <p>Derek McKenzie – Interim Planning Manager Invited</p>
			<ul style="list-style-type: none"> • Interviews ➤ 2:00 pm ➤ 2:30 pm 	
	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
23rd November 2018	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews ➤ 1:00 pm ➤ 1:30 pm 	

			<ul style="list-style-type: none"> ➤ 2:00 pm ➤ 2:30 pm 	
	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
18th January 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews: <ul style="list-style-type: none"> ➤ 1:00 pm ➤ 1:30 pm ➤ 2:00 pm ➤ 2:30 pm 	
	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

8 th February 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Members
	<p>Update on:</p> <p>Universal Credit including Revenues and Benefits</p> <p>Child Poverty</p>	monitor and challenge	<ul style="list-style-type: none"> • To consider further the impact of the introduction of Universal Credit • To consider progress on Child Poverty 	<p>Di Parker Housing Policy and Intelligence Officer/Andrew Gascoigne</p> <p>Steve Lee. Strategic Partnership Co-ordinator Accepted</p>
	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 	<p>Steve Lee -Partnership Co-Ordinator</p> <p>Accepted</p>
	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

1 st March 2019	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 Accepted
	Action plan - lead officer response	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider progress against the action plan - Scrutiny Review of Domestic Abuse 	Peter Campbell HOS Invited
	Healthy North East Derbyshire	monitor and challenge	<ul style="list-style-type: none"> To consider progress on the Healthy North East Derbyshire Approach 	Tris Burdett Partnership Officer Accepted
	Street scene	monitor and challenge	<ul style="list-style-type: none"> To consider the services performance including recycling 	Steve Brunt, HOS - Street scene Accepted
	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	Committee Members
	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 the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager

GROWTH SCRUTINY WORK PROGRAMME 2018/19

THURSDAY AT 1:00pm

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
14th June 2018	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 2017/18	monitor and challenge	<ul style="list-style-type: none"> • To consider the Growth Performance Indicators 	Kath Drury -Information, Engagement and Performance 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
19th July 2018	Garages	monitor and challenge	<ul style="list-style-type: none"> To consider and update on garages 	Niall Clarke -Director of Property Services and Development – Rykneld Homes Accepted
	Update on Devolution/ LEPs	monitor and challenge	<ul style="list-style-type: none"> To consider an update from the Chief Executive 	Accepted
	Employment and Skills		<ul style="list-style-type: none"> Progress update on initiatives 	Jane Weston, Employment and Skills Officer Accepted
	Empty Properties	Review	<ul style="list-style-type: none"> Consideration of further information regarding suitability for review topic 	Karl Apps - Housing Strategy and Growth Manager Accepted
	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
27th September 2018	Action Plan – previous Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the action plan – A61 Corridor can be signed off 	Allison Westray Chapman, Head of Service – Economic Development Accepted officer tbc
	Tourism and Growth action plan	monitor and challenge	<ul style="list-style-type: none"> To consider the lead officer response to the review of Tourism and Growth 	
	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> Scene setting Approval of Project Plan and timetable Drafting of questions 	Lead Officer Committee Committee
	Scrutiny Review		<p>Interviews:</p> <ul style="list-style-type: none"> ➤ 2:00 pm ➤ 2:30 pm 	
15th November 2018	Scrutiny Review		<p>Interviews:</p> <ul style="list-style-type: none"> ➤ 1:00 pm ➤ 1:30 pm ➤ 2:00 pm ➤ 2:30 pm 	
	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 December 2018	Scrutiny Review	Review	<ul style="list-style-type: none"> Interviews: <ul style="list-style-type: none"> ➤ 1:00 pm ➤ 1:30 pm ➤ 2:00 pm ➤ 2:30 pm 	
	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 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> Triangulation of evidence – Scrutiny Review 	Committee Members
	Growth Update and Major Regeneration Projects plus updates on Joint Ventures, One Public Estate,	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider an update from the Chief Executive and Officers 	Dan Swaine, Allison Westray-Chapman, Grant Galloway and Matt Scarborough

	Devolution and the LEPS			
	Growth Summary 2017/18	monitor and challenge	<ul style="list-style-type: none"> To consider the Growth Performance Indicators 	Kath Drury -Information, Engagement and Performance 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 the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager
11th April 2019	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	Committee
	Action plan from lead officer on Tourism and Growth	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the progress against the action plan 	Allison Westray Chapman, Head of Service -Economic Development Accepted – officer tbc
	Local Plan Update	Monitor and challenge	<ul style="list-style-type: none"> To consider progress of the Local Plan 	Helen Fairfax – Planning Policy Manager

	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
	Economic Development and Housing Strategy Update(including Empty Properties action plan and Employment and Skills update	Monitor	<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 2018/19

WEDNESDAY AT 3:00PM

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
4th July 2018	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

	Review of the Comments, Compliments and Complaints Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the reviewed Policy 	Sarah Sternberg, Head of Service – Corporate Governance and Monitoring Officer Accepted
	Annual Report of Human Resources and Organisational Development	monitor and challenge	<ul style="list-style-type: none"> Employee Health and Wellbeing Organisational Development Apprentices Question and Answer Session 	Human Resources Accepted
	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
5th September 2018	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> Scene setting Approval of Project Plan and timetable Drafting of questions 	
	Action plan - lead officer	monitor and	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – Job Evaluation 	Human Resources

	response	challenge	and Associated Benefits	
	Action plan – previous Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To consider whether the action plan – Health and Wellbeing and Morale can be signed off 	Human Resources
	TBC	Consultee, monitor and challenge	<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 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
7th November 2018	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Interviews <ul style="list-style-type: none"> ➤ 3:00 pm ➤ 3:30 pm ➤ 4:00pm ➤ 4:30 pm 	

	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
16th January 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> Interviews <ul style="list-style-type: none"> ➤ 3:00 pm ➤ 3:30 pm ➤ 4:00pm ➤ 4:30 pm 	
	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

6th March 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Committee Members
	Action plan from lead officer on Job Evaluation and Associated Benefits Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the progress against the action plan 	H R representative
	TBC			
	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
17th April 2019	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> • To agree the draft report for Scrutiny Review 	

	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> To consider progress against the action plan 	Lee Hickin - Director
	TBC			
	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