

DRAFT ORGANISATION WORK PROGRAMME 2018/19
WEDNESDAY AT 3:00PM

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
4 th 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 	Scott Chambers – Communications Manager Accepted Committee Committee
	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 	Sara Gordon - HR Manager Accepted
	Action plan - lead officer response	monitor and challenge	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – Job Evaluation and Associated Benefits 	
	Customer Service Report 2017/18	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the report on Customer Services for 2017/18 	Rachel Pope – Customer Services Operational 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 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	Interview: 3:00pm Portfolio Holder – Councillor R Smith	
	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 	Sara Gordon HR Manager Accepted
	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 Accepted
	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