

**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
19th July 2017	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To agree the Project Plan and discuss timetabling Documentation 	
	Item to be confirmed			Arising from discussion at first meeting

	Item to be confirmed			Arising from discussion at first meeting
	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	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 	
	Scrutiny Review	Consultee, monitor and challenge	Interviews 3:30 pm 4:00 pm 4:30 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
1st November 2017	Scrutiny Review	Review	Interviews 3:00 pm 3:30 pm 4:00 pm 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
10th January 2018	Scrutiny Review	Review	Interviews 3:00 pm 3:30 pm	

			4:00 pm 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 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			Arising from

				discussion at first meeting
	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 	
	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