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		• 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	• 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

Agenda Item No 8

	Selection of Scrutiny Review Topic	Review	• 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	• 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	• To consider the list of key decisions	Sue Veerman- Overview and Scrutiny Manager
19th July 2017	Apprenticeships	monitor and challenge	• To discuss progress on the Apprenticeships Scheme with the HR Business Partner – Organisation Development	Clare Ashton
	Sickness data	monitor and challenge	• Discussion with the Assistant Director of HR and Payroll	Steph Barker

	Scrutiny Review	monitor and challenge	• To agree the Project Plan and discuss timetabling	
	Action plan - lead officer response	Consultee, monitor and challenge	• To consider the lead officers response to the Scrutiny Review – Health and Wellbeing and Morale	
	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
13th September 2017	Scrutiny Review	Consultee, monitor and challenge	• Update from Assistant Director HR and Payroll	
	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	• To consider NEDDC documentation • To consider any information received on reward, recruitment and retention initiatives at other organisations • To consider who to invite to the focus groups • To consider questions for the focus groups	
	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

10th January 2018	Scrutiny Review	Review	• Discussion Group	Members
	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 Committee's Work Programme	Sue Veerman - Overview and Scrutiny Manager
4th April 2018 **2:00pm start**	Scrutiny Review	Review	• Discussion Group • Triangulation of evidence – Scrutiny Review	Members
	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 Committee's Work Programme	Sue Veerman - Overview and Scrutiny Manager

18th April 2018	Draft Scrutiny Review report	Review	• 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	• To consider the progress against the action plan	H R representative
	Transformation Programme Update	monitor and challenge	To consider progress against the action plan	Lee Hickin - Director
	Monitoring of O&S recommendations	Monitor	• To monitor the implementation of previous committee and review recommendations	Sue Veerman - Overview and Scrutiny Manager
	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 whether the Committees' work programme has been completed at year end	Sue Veerman - Overview and Scrutiny Manager

Possible future topic – How can the Strategic Alliance be more effective in delivering front line services