

**ORGANISATION SCRUTINY COMMITTEE  
WORK PROGRAMME 2015/16**

**Wednesday at 3:00 pm**

MEETING DATE	AGENDA ITEMS	SCRUTINY ACTIVITY	WHAT WILL IT COVER	UPDATE/COMMENTS
<b>17<sup>th</sup> June, 2015</b>	Remit of the Committee		<ul style="list-style-type: none"> <li>• Scene setting – the terms of reference for the committee</li> <li>• How the Committee operates</li> <li>• Previous reviews recently undertaken</li> <li>• How reviews are undertaken</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> <li>• Overview of the Transformation Programme by the Director of Transformation</li> </ul>	Paul Hackett in attendance
	Business Development	Monitor and challenge	<ul style="list-style-type: none"> <li>• Update from the Business Development Manager</li> </ul>	Liz Ball in attendance
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To discuss and select a topic for the Scrutiny</li> </ul>	Committee members

			Review <ul style="list-style-type: none"> <li>• What we want to look at</li> <li>• Who we want to see</li> </ul>	
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
<b>29<sup>th</sup> July, 2015</b>	CANCELLED			
<b>16th September, 2015</b>	Customer Services Transformation	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider how the service will meet the Corporate Priority to increase customer confidence and satisfaction with Council services and improve customer contact and access to information</li> </ul>	Jane Foley – AD Customer Services and Improvement in attendance
	Revenue Strategy	Monitor	<ul style="list-style-type: none"> <li>• To consider an update on progress</li> </ul>	Jane Foley AD – Customer Service and Improvement in attendance
	Media Communications	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider how the Council communicates with the Media</li> </ul>	Scott Chambers – Communications Manager/ Councillor A Powell in attendance
	Extract from Standards Committee		<ul style="list-style-type: none"> <li>• To consider a recommendation from Standards Committee</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Review – Performance	Review	<ul style="list-style-type: none"> <li>• To receive a scene setting presentation</li> </ul>	Lead Officer – Paul Hackett – Director of

	Related Pay		<ul style="list-style-type: none"> <li>from lead officer</li> <li>To agree the Project Plan and timetable</li> <li>Members to consider the questions they want to ask stakeholders</li> </ul>	Transformation in attendance
	Human Resources	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider an overview of the role of Human Resources within the organisation</li> </ul>	Sarah Gordon – Acting Human Resources Manager in attendance
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	
<b>11<sup>th</sup> November, 2015</b>	CANCELLED			
<b>9<sup>th</sup> December, 2015 (Rearranged meeting)</b>	Performance Related Pay		<ul style="list-style-type: none"> <li>To consider any conclusions</li> </ul>	
	Administrative Arrangements and joint officers		<ul style="list-style-type: none"> <li>To consider a further review topic</li> </ul>	
<b>6<sup>th</sup> January, 2016</b>	Administrative Arrangements and joint officers		<ul style="list-style-type: none"> <li>Consideration of data/evidence</li> </ul>	
	Whistle blowing Policy		<ul style="list-style-type: none"> <li>To consider the Councils Whistle blowing Policy that</li> </ul>	Sarah Sternberg – Assistant Director

			is being reviewed by Standards Committee and input into the process	Governance and Monitoring Officer in attendance
<b>3<sup>RD</sup> February, 2016 (Rearranged meeting)</b>	Administrative Arrangements and joint officers		<ul style="list-style-type: none"> <li>Consideration of data/evidence</li> </ul>	A Human Resources representative will be in attendance
<b>9<sup>th</sup> March, 2016</b>	Review	Challenge	<ul style="list-style-type: none"> <li>Triangulations of Evidence</li> </ul>	Committee Members/ Overview and Scrutiny Manager
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>	
<b>13<sup>th</sup> April, 2016</b>	Draft Scrutiny Review Reports	Review	<ul style="list-style-type: none"> <li>To finalise the scrutiny review reports</li> </ul>	Committee Members/ Overview and Scrutiny Manager
	Investors In People		<ul style="list-style-type: none"> <li>An update on retaining accreditation against the Investor in People extended framework and progress against improvement action plan</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Strategic Alliance People Strategy and action plan	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	ICT Update	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider an update from the ICT Manager</li> </ul>	Nick Blaney – ICT Manager

	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the list of key decisions</li> </ul>	Sue Broadhead – Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul>	