

**ORGANISATION SCRUTINY COMMITTEE
WORK PROGRAMME 2016/17**

Wednesday at 3:00 pm

MEETING DATE	AGENDA ITEMS	SCRUTINY ACTIVITY	WHAT WILL IT COVER	UPDATE/COMMENTS
29th June, 2016	Remit of the Committee		<ul style="list-style-type: none"> • Scene setting – the terms of reference for the committee • How the Committee operates 	Sue Veerman – Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To discuss and select a topic for the Scrutiny Review • What we want to look at • 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 	Sue Veerman – Overview and Scrutiny Manager
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> • Overview of the Transformation Programme by the Director of Transformation • 	Paul Hackett in attendance
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman – Overview and Scrutiny Manager

27th July, 2016	Response and/or action plans from Scrutiny Reviews on Performance Related Pay and Administrative Arrangements and Joint Officer	Review	<ul style="list-style-type: none"> To consider the Lead Officer response to the previous year's reviews (to be submitted to Cabinet on 3rd August) 	Stephanie Barker in attendance
	Human Resources	Monitor and challenge	<ul style="list-style-type: none"> Discussion session with the Assistant Director of Human Resources and Payroll 	Stephanie Barker in attendance
	Scrutiny Review	Monitor and challenge	<ul style="list-style-type: none"> Following on from the previous two items to consider further the topic for this year's scrutiny review 	Committee Members
14th September, 2016	Employee Survey	Monitor and challenge	<ul style="list-style-type: none"> To consider the results of the Employee Survey and any related action plan 	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Scrutiny Review	Review`	<ul style="list-style-type: none"> To receive a scene setting presentation from Lead Officer To agree the Project Plan and timetable To consider any documentation Members to consider the questions they want to ask stakeholders 	Lead Officer Overview and Scrutiny Manager

9th November, 2016	Scrutiny Review	Challenge	<ul style="list-style-type: none"> Interviews/documentation 	
4th January, 2017	Scrutiny Review	Challenge	<ul style="list-style-type: none"> Interviews/documentation 	
8th March, 2017	Review	Challenge	<ul style="list-style-type: none"> Triangulations of Evidence 	Committee Members/ Sue Veerman Overview and Scrutiny Manager
	Administrative Arrangements and joint officers	Monitor	<ul style="list-style-type: none"> To monitor progress of the implementation of the reviews recommendations (action plan) 	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Strategic Alliance People Strategy 2016 – 2019	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update on progress against the action plan 	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Tbc		<ul style="list-style-type: none"> 	
	List of key decisions	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	
12th April, 2017	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> To finalise the scrutiny review report for 	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> To receive an update on progress 	Paul Hackett -Joint Executive Director – Transformation and Jane Foley – Assistant Director of Customer Services and Improvement -
	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 Programme Work	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the Committees' work programme has been completed at year end 	
	Tbc			
	Tbc			
	Tbc			