

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

Wednesday at 3:00 pm

MEETING DATE	AGENDA ITEMS	SCRUTINY ACTIVITY	WHAT WILL IT COVER	UPDATE/COMMENTS
29 th 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/Committee members
	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
19th October, 2016	Employee Survey	Monitor and challenge	<ul style="list-style-type: none"> To consider the results of the Employee Survey 	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Scrutiny Review	Review`	<ul style="list-style-type: none"> To consider current Health and Wellbeing Initiatives within the Authority To discuss and finalise arrangements for staff focus groups 	Discussion Committee Members/Human Resources
9th November, 2016	Scrutiny Review	Challenge	Staff Focus Groups	

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"> Triangulation 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 submission to Cabinet 	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			