

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

**Wednesday at 3:00 pm**

<b>MEETING DATE</b>	<b>AGENDA ITEMS</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT WILL IT COVER</b>	<b>UPDATE/COMMENTS</b>
<b>29<sup>th</sup> June, 2016</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> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To discuss and select a topic for the Scrutiny Review</li> <li>• What we want to look at</li> <li>• Who we want to see</li> </ul>	Committee members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the draft work programme</li> </ul>	Sue Veerman – 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> <li>•</li> </ul>	Paul Hackett 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 Veerman – Overview and Scrutiny Manager

<b>27<sup>th</sup> July, 2016</b>	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"> <li>To consider the Lead Officer response to the previous year's reviews (to be submitted to Cabinet on 3<sup>rd</sup> August)</li> </ul>	Stephanie Barker in attendance
	Human Resources	Monitor and challenge	<ul style="list-style-type: none"> <li>Discussion session with the Assistant Director of Human Resources and Payroll</li> </ul>	Stephanie Barker in attendance
	Scrutiny Review	Monitor and challenge	<ul style="list-style-type: none"> <li>Following on from the previous two items to consider further the topic for this year's scrutiny review</li> </ul>	Committee Members
<b>19<sup>th</sup> October, 2016</b>	Employee Survey	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider the results of the Employee Survey</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Scrutiny Review	Review`	<ul style="list-style-type: none"> <li>To consider current Health and Wellbeing Initiatives within the Authority</li> <li>To discuss and finalise arrangements for staff focus groups</li> </ul>	Discussion Committee Members/Human Resources
<b>9<sup>th</sup> November, 2016</b> <b>CANCELLED TO BE REARRANGED</b>	Scrutiny Review	Challenge	Informal Discussion Groups - staff	

<b>4<sup>th</sup> January, 2017</b>	Scrutiny Review	Challenge	<ul style="list-style-type: none"> <li>• Informal Discussion Groups - staff</li> </ul>	
<b>21<sup>ST</sup> February, 2017</b>	Scrutiny Review	Challenge	<ul style="list-style-type: none"> <li>• Informal Discussion Groups - staff</li> </ul>	
<b>8<sup>th</sup> March, 2017</b>	Review	Challenge	<ul style="list-style-type: none"> <li>• Triangulation of Evidence</li> </ul>	Committee Members/ Sue Veerman Overview and Scrutiny Manager
	Administrative Arrangements and joint officers	Monitor	<ul style="list-style-type: none"> <li>• To monitor progress of the implementation of the reviews recommendations (action plan)</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Strategic Alliance People Strategy 2016 – 2019	Monitor and Challenge	<ul style="list-style-type: none"> <li>• To receive an update on progress against the action plan</li> </ul>	Stephanie Barker – Assistant Director of Human Resources and Payroll
	Sickness Update		<ul style="list-style-type: none"> <li>• To consider a sickness update</li> </ul>	Stephanie Barker – Assistant Director of Human Resources
	List of key decisions	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the list of key decisions</li> </ul>	Sue Veerman – 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>12<sup>th</sup> April, 2017</b>	Transformation Programme	Monitor and challenge	<ul style="list-style-type: none"> <li>To receive an update on progress</li> </ul>	Paul Hackett -Joint Executive Director – Transformation and Jane Foley – Assistant Director of Customer Services and Improvement -
	Draft Scrutiny Review Report	Review	<ul style="list-style-type: none"> <li>To finalise the scrutiny review report for submission to Cabinet</li> </ul>	Sue Veerman – Overview and Scrutiny Manager/Committee Members
	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 Veerman – 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 Veerman – 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>	