

**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		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman- Overview and Scrutiny Manager
19th July 2017	Apprenticeships	monitor and challenge	<ul style="list-style-type: none"> To discuss progress on the Apprenticeships Scheme with the HR Business Partner – Organisation Development 	Clare Ashton
	Sickness data	monitor and challenge	<ul style="list-style-type: none"> Discussion with the Assistant Director of HR and Payroll 	Steph Barker

	Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To agree the Project Plan and discuss timetabling 	
	Action plan - lead officer response	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the lead officers response to the Scrutiny Review – Health and Wellbeing and Morale 	
	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
13th September 2017	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> Update from Assistant Director HR and Payroll 	
	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
1st November 2017	Scrutiny Review	Review	Interviews	
	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
10th January 2018	Scrutiny Review	Review	Interviews	
	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager

28th February 2018	Scrutiny Review	Review	Triangulation of evidence – Scrutiny Review	Members
	Transformation Programme Update	monitor and challenge	To consider progress against the action plan	
	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager
18th April 2018	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To consider the progress against the action plan 	Steph Barker

	Item to be confirmed			
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	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 Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> 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