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**North East
Derbyshire**
District Council

Our Ref: SV/MD
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Date: Monday, 14 October 2019

To: **Members of the Organisation Scrutiny Committee**

Please attend a meeting of the Organisation Scrutiny Committee to be held on **Tuesday, 22 October 2019 at 10.00 am in Chamber 1**, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

Members of the Committee

<u>Conservative Group</u>	<u>Labour Group</u>	<u>Independent Group</u>
Councillor Patricia Bone Councillor Michelle Emmens Councillor Angelique Foster Councillor Heather Liggett Councillor Maureen Potts	Councillor Joseph Birkin Councillor Maggie Jones Councillor Brian Wright	Councillor John Funnell

For further information about this meeting please contact: Damon Stanton

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

3 Minutes of Last Meeting (Pages 4 - 8)

To approve as a correct record and the Chair to sign the Minutes of the Organisation Scrutiny Committee held on 10 September 2019.

4 List of Key Decisions - Issue No 89 (Pages 9 - 16)

To consider the List of Key Decisions – Issue No 89

5 Work Programme (Pages 17 - 21)

To consider the Work Programme for the Organisation Scrutiny Committee 2019/20 and review the proposed workload.

6 Additional Urgent Items

To consider any other matter which the Chair of the meeting is of the opinion should be considered as a matter of urgency.

7 Date of Next Meeting

The next meeting of the Organisation Scrutiny Committee is scheduled to take place on 14 January 2019 at 10.00 am.

8 Exclusion of Public

The Chair to Move:-

That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006).

9 Scrutiny Review - Health and Wellbeing

Walkabout and discussion with staff – Mill Lane.

The next meeting of the Organisation Scrutiny Committee will be held on Tuesday, 14 January 2020 at 10.00 am in Chamber 1, North East Derbyshire District Council Offices, Mill Lane, Wingerworth, Chesterfield.



North East
Derbyshire
District Council

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

*Hablamos su
idioma*

Slovak

*Rozprávame Vaším
jazykom*

Chinese

我们会说你的语言

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ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 10 SEPTEMBER 2019

I N D E X

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3	221	Annual Report of Human Resources and Organisational Development
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4	224	Work Programme
4	225	Additional Urgent Items
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ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 10 SEPTEMBER 2019

Present:

Councillor A Foster	Chair
Councillor M Potts.....	Vice-Chair
Councillor J Birkin	Councillor M Jones
“ P Bone	“ H Liggett
“ J Funnell	“ B Wright

Also Present

Sara Gordon – HR and OD Manager (for Min Nos 220 and 221)
Sue Veerman – Overview and Scrutiny Manager
Damon Stanton – Governance Officer

217 Apologies for Absence

Apologies for absence was received from Councillors M Emmens.

218 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no declarations of interest made at this meeting.

219 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 18 June 2018 be approved as a correct record and signed by the Chair.

220 Scrutiny Review – Health and Wellbeing (Part 1)

The Human Resources and Organisational Development Manager (the HR and OD Manager) presented a scene setting report that outlined the approach to Health and Wellbeing within the Council.

The Committee heard a summary of the Action Plan Aims contained within the Health and Wellbeing framework, such as to create a healthy working environment, to develop a supportive workplace culture, and to encourage employee engagement in healthy lifestyles.

The Officer detailed some of the initiatives that had supported the Action Plan, such as a cycle to work scheme, free flu vaccinations, employee celebration awards and walk events.

Members noted that the Council's Assistance Programme provided support to employees and their relatives. This support included legal advice and counselling. The HR and OD Manager stated that information about services the Council offered to employees was found in payslips, on posters, and on the extranet. The Committee was informed that AXA provided the service, and the Officer would liaise with the Overview and Scrutiny Manager so that Members could be informed of the exact fee to the Council. It was stated that the initial take up from staff was low, however it had improved as employees had become more aware of the support available.

The Committee enquired about mental health champions, and how the Authority was helping staff who were experiencing mental ill health. The Officer informed Members that Managers and Service Line Managers had attended training courses that demonstrated a range of tools and techniques in order to support staff. The Council was also looking to organise and implement more specific mental health training in the next six months. The Committee felt that wider employee awareness would be beneficial, and enquired about possible training for Councillors.

The Officer informed Members about the support available to staff who were experiencing mental ill health, such as counselling sessions, and referral to the Council's occupational health provider. Members noted that if it was the appropriate treatment the Authority paid for up to six counselling sessions and this was organised either through the occupational health provider or Derbyshire County Council. The HR and OD Manager pledged to provide the Committee with the figures on how many employees had taken up this support. The Committee discussed the increasing pressures on GP practices, and the difficulties in obtaining an appointment, especially in mental health services.

Members discussed the benefits to the Organisation of healthy and happy staff, and the Officer commented that the feedback that had been given on support available had been good. The Committee heard that it was crucial the relationship between manager and employee was good, which was why regular appraisals and one to one meetings were encouraged.

The HR and OD Manager discussed sickness absence within the Authority. The Committee heard that overall there had been 47 long terms sickness absences in 2018/19, which had decreased from 50 in 2017/18. The Officer pledged to liaise with the Overview and Scrutiny Manager and provide the national average of sickness absence when those figures were published, so that they could be presented to the Committee. Members noted that 47 employees had taken up the offer of a free flu vaccination.

The Committee heard that there was a dedicated team in HR that specifically looked at organisational development.

Following the scene setting report Members gave consideration to the draft Project Plan and Timetable for the Scrutiny review of Health and Wellbeing in the workplace. The Chair, alongside Members of the Scrutiny Committee, agreed that there should be a structured approach to the visit to talk with staff

at the Mill Lane offices and that this would be held during the scheduled meeting of the Committee that day.

RESOLVED –

- (1) That the scene setting report be noted.
- (2) That the Project Plan and Timetable be approved.

221 Annual Report of Human Resources and Organisational Development

The HR and OD Manager presented the Annual Report of Human Resources and Organisational Development 2018/19 that outlined a range of employee issues that pertained to the 2018/19 financial year. The Committee heard that there was 186 new employment contracts and 88 leavers during the reported period. Members noted that exit questionnaires had been sent out routinely but rarely returned, and therefore the reason behind staff leaving was difficult to analyse.

Members heard that the sickness absence outturn figure for the reported period was 9.7 days per employee, which was a reduction on the previous year, but higher than the 8.5 day target.

The Officer stated that the Council advertised vacancies through the Derbyshire County Council jobs website, and also through professional bodies if relevant. The Committee heard that in support of recruitment, career days had been held at schools and colleges, as well as an apprenticeship scheme and internship vacancies to attract university students.

In relation to 1.3 of the report, Members stated that they would like to see a full breakdown of why staff were leaving the Authority as opposed to just the top three reasons. The Committee also made clear a desire for more exit interviews to be completed by managers. Members requested a copy of the exit questionnaire and the Officer agreed to provide this to the Overview and Scrutiny Manager for Members' consideration. The Officer also informed Members that there was a pre-retirement course available to those who were close to retirement.

The Officer discussed the Council's apprenticeship scheme, where 17 apprentices had been employed in 2018/19, which was higher than the Authority's target of 11. Members enquired about the permanent contract opportunities for apprentices after their initial contract had expired. The Officer advised that there had been a number of apprentices who had gone on to permanent contracts, and that the Council was always looking to develop them further, for example some had been provided with leadership training.

The HR and OD Manager informed the Committee that some managers had attended level 3, 5 and 7 leadership development courses and that an

internal training course would commence in September as part of the Transformation Programme.

Members discussed graduate recruitment, and the Officer confirmed that whilst there were no graduate initiatives, they did work with universities to attract internships in departments when appropriate.

The Committee enquired about the Council's Gender Pay Gap report, and the HR and OD Manager agreed to liaise with the Overview and Scrutiny Manager so a copy of the report could be provided to Members.

The Committee discussed services provided to parish councils, such as ad hoc payroll advice and other HR services.

Members thanked the Officer for attending the meeting.

The Officer then left the meeting.

RESOLVED – That the update be noted.

222 Scrutiny Review – Health and Wellbeing (Part 2)

Members discussed the progress of the review and next steps. A number of questions that they would like to see included in upcoming interviews and site visits were suggested.

The Committee discussed the possibility of individual interviews and/or focus groups with employees, as well as a survey that could be distributed around the Organisation.

223 List of Key Decisions – Issue No 87

RESOLVED – That the List of Key Decisions Issue No 87 be noted.

224 Work Programme

RESOLVED – That the Work Programme for the Committee be noted.

225 Additional Urgent Items

There were no additional urgent items for discussion at this meeting.

226 Date of Next Meeting

The date of the next scheduled meeting of the Organisation Scrutiny Committee is 22 October 2019 at 10.00 am.



**North East
Derbyshire**
District Council

Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 9 October 2019
Issue No: 89

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Cabinet or an officer under delegated powers.

Preparation of the list helps Cabinet to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Corporate Governance and Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk.

The list can also be accessed from the Council’s website at www.ne-derbyshire.gov.uk. The Cabinet is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at the District Council Offices and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

Cabinet Portfolio responsibilities are as follows:

Councillor M E Thacker MBE	-	Leader and Portfolio Holder for Overall Strategic Leadership
Councillor A Dale	-	Deputy Leader and Portfolio Holder for Council Services
Councillor C Cupit	-	Portfolio Holder for Environment & Climate Change
Councillor J Kenyon	-	Portfolio Holder for Business Strategy, Commerce & Assets
Councillor B Lewis	-	Portfolio Holder for Partnerships & Leisure
Councillor P Parkin	-	Portfolio Holder for Finance
Councillor A Powell	-	Portfolio Holder for Communications
Councillor R Welton	-	Portfolio Holder for Housing

The Cabinet agenda and reports are available for inspection by the public five clear days prior to the meeting of the Cabinet. The papers can be seen at the District Council Offices at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Cabinet and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Cabinet are open to the public and usually take place in the Committee Rooms at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance and Monitoring Officer about any particular item being considered in the private session of the meeting.

The list does not detail all decisions which have to be taken by the Cabinet, only “Key Decisions”. In these Rules a “Key Decision” means an executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £100,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £100,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £250,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £250,000 or more

- (3) Be significant in terms of its effect on communities living or working in an area comprising two or more wards in the District.

The dates for the meetings of Cabinet in 2019/2020 are as follows:

2019 - 13 June	2020 - 9 January
11 July	13 February
5 September	12 March
3 October	9 April
7 November	7 May
5 December	28 May

The Council hereby gives notice of its intention to make the following Key Decisions:

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Medium Term Financial Plan</p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery, together with any implications this may have for the Council's staffing establishment.</p>	Cabinet	November 2019	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraphs 1, 3 and 4 of Schedule 12A to the Local Government Act 1972 (as amended)
<p>Medium Term Financial Plan</p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery.</p>	Cabinet	November 2019	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Public

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Land Sales</p> <p>To consider offer(s) to sell Council owned General Fund land.</p>	Cabinet	November 2019	Report of Councillor J Kenyon, Portfolio Holder for Business Strategy, Commerce & Assets.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Rykneld Memorandum of Association and Articles of Association</p> <p>Report to Cabinet providing details of the Memorandum of Association and Articles of Association.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	No	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Governance Agreement between the Council and Rykneld Homes Ltd</p> <p>Report to Cabinet providing details of the Governance Agreement between the Council and Rykneld Homes Ltd.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	No	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Parking Solutions for Holymoorside</p> <p>Report to Cabinet on parking solutions for Holymoorside.</p>	Cabinet	November 2019	Report of Councillor C Cupit, Portfolio Holder for Environment and Climate Change.	No.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Empty Property Trial Update and Contract Extension</p> <p>To extend the Empty Property Trail operating within North East Derbyshire District Council.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council making Revenue Savings of £100,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Strategic Alliance Management Team Review</p> <p>To update Cabinet on the Strategic Alliance Management Team Review.</p>	Cabinet	November 2019	Report of Councillor M E Thacker MBE, Leader of the Council and Portfolio Holder for Overall Strategic Leadership.	No	Exempt under Paragraph 1 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Housing Management Update</p> <p>To inform Cabinet of proposed review of Housing Management.</p>	Special Cabinet	14 November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Proposed Construction of additional new homes at Pine View, Danesmoor</p> <p>Report to Cabinet detailing a proposed construction of additional new homes at Pine View, Danesmoor.</p>	Cabinet	December 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

SCHEDULE

SCHEDULE 12A

ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

ORGANISATION WORK PROGRAMME 2019/20
TUESDAY AT 10:00 AM
(except 10th September, 2019 meeting which has a 2:00pm start)

Chair: Cllr Angelique Foster Vice Chair Cllr Mo Potts

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
18th June, 2019	Remit of the Committee		<ul style="list-style-type: none"> • Briefing on Scrutiny: <ul style="list-style-type: none"> - Setting the scene - The terms of reference of the Committee - How the Committee operates, ways of working - Discussion 	Sue Veerman - Overview and Scrutiny Manager/ Committee Members
	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 any suggested items for inclusion 	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Customer Services Report 2018/19	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the report on Customer Services for 2018/19 	Rachel Pope – Customer Services Operational 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
10th September, 2019 2:00pm start	Scrutiny Review (Part 1)	Monitor and challenge	<ul style="list-style-type: none"> Scene setting by Lead Officer/ Consideration of relevant Data and Documentation Approval of Project Plan and timetable for the review 	Sara Gordon – Human Resources Manager Committee
	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> Organisational Development Apprentices Question and Answer Session 	Human Resources Manager
Page 18	Scrutiny Review (Part 2)	Monitor and challenge	<ul style="list-style-type: none"> Drafting of questions if any further stakeholder interviews to be arranged 	Committee

			<ul style="list-style-type: none"> • Discussion and preparation for site visits around Mill Lane and depots and consideration of any questions 	Committee
	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
22nd October, 2019	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
	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • Visit around the building at Mill Lane • Appraisal of visit 	Committee

26 th November, 2019	Scrutiny Review	Consultee, monitor and challenge	<ul style="list-style-type: none"> • Visit to Eckington Depot 	
14th January, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews 	Committee
	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
24th March, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Committee Members
	Transformation Programme Update	monitor and challenge	<ul style="list-style-type: none"> • To consider progress against the action plan 	Lee Hickin – Director
	Item to be identified by Committee		<ul style="list-style-type: none"> • 	

	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
12th May, 2020	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
	Item to be identified by Committee		<ul style="list-style-type: none"> 	
	Item to be identified by Committee		<ul style="list-style-type: none"> 	
	Action plan – previous Scrutiny Review	monitor and challenge	<ul style="list-style-type: none"> To consider whether the action plan for Communications and Marketing can be signed off 	
	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