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**North East  
Derbyshire  
District Council**

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Date: Thursday, 28 April 2022

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

Please attend a meeting of the Growth Scrutiny Committee to be held on **Monday, 9 May 2022 at 1.00 pm in the Council Chamber**, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG.

Yours sincerely

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

Assistant Director of Governance and Monitoring Officer

## **Members of the Committee**

<b><u>Conservative Group</u></b>	<b><u>Labour Group</u></b>	<b><u>Independent Group</u></b>
Councillor Michelle Emmens Councillor Anthony Hutchinson Councillor Michael Roe Councillor Bentley Strafford-Stephenson Councillor Philip Wright	Councillor Nigel Barker Councillor Suzy Cornwell Councillor Lee Hartshorne	Councillor John Funnell

**For further information about this meeting please contact: Damon Stanton 01246 217011**

## **A G E N D A**

**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 - 7)

To approve as a correct record and the Chair to sign the Minutes of the Growth Scrutiny Committee held on 14 March 2022.

**4 Clay Cross Town Deal and Masterplan for Eckington and Killamarsh**

To receive an update on the Clay Cross Town Deal and Masterplan for Eckington and Killamarsh – Karl Apps, Assistant Director of Economic Development, Regeneration and Housing Delivery.

**5 Partnership Activities in Support of Growth**

To consider an update on the work of the Partnership Team – Steve Lee, Assistant Director of Transformation and Communications.

**6 Previous Review**

To consider progress on the Business Centres and Industrial Units Review with a view of finalising the Review as complete – Tony Kimber, Interim Assistant Director of Property Services.

**7 Scrutiny Review Report**

To finalise and approve the scrutiny review report into the Council's engagement with business. **To Follow**

**8 Monitoring of Overview and Scrutiny Recommendations** (Pages 8 - 14)

To monitor the implementation of previous Committee and review recommendations.

**9 Forward Plan of Executive Decisions**

To consider the Forward Plan of Executive Decisions. Please note, the most up-to-date Forward Plan of Executive Decisions can be accessed via the following link:-

<https://democracy.norfolk.gov.uk/mgListPlans.aspx?RPId=1137&RD=0&bcr=1>

**10 Work Programme** (Pages 15 - 20)

To consider whether the Committee's Work Programme has been completed at year end.

**11 Additional Urgent Items**

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

## 12 Date of Next Meeting

The next meeting of the Growth Scrutiny Committee is scheduled to take place in the new Municipal Year.

# We speak your language

**Polish**  
*Mówimy Twoim językiem*

**Romanian**  
*Vorbim limba dumneavoastră*

**Urdu**  
ہم آپ کی زبان بولتے ہیں

**Chinese**  
我们会说你的语言



North East  
Derbyshire  
District Council



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## GROWTH SCRUTINY COMMITTEE

### MINUTES OF MEETING HELD ON MONDAY, 14 MARCH 2022

#### **Present:**

Councillor Bentley Strafford-Stephenson (Chair) (in the Chair)

Councillor Nigel Barker  
Councillor John Funnell

Councillor Suzy Cornwell  
Councillor Philip Wright

#### **Also Present:**

M Cooper	CBE+
I Hands	Ian Hands Consultancy
M Ross	D2N2 Business Advisor
K Apps	Head of Economic Growth, Regeneration & Housing Delivery
D Stanton	Senior Scrutiny Officer
N Calver	Governance Manager
A Bond	Governance Officer

#### **GSC/ Apologies for Absence**

53/2

1-22 Apologies for absence had been received from Councillors M Emmens, A Hutchinson and M Roe.

Councillor L Hartshorne joined the meeting virtually and so was unable to vote or be classed as present.

#### **GSC/ Declarations of Interest**

54/2

1-22 Members are 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 interests declared at this meeting.

#### **GSC/ Minutes of Last Meeting**

55/2

1-22 RESOLVED – That the Minutes of the Growth Scrutiny Committee held on 24 January 2022 were approved as a correct record and signed by the Chair.

#### **GSC/ Spotlight Scrutiny Review**

56/2

1-22 Approval of Project Plan and Timetable

Members agreed with the aims and objectives of the review as set out in Appendix 4a. They considered that there was also an overarching aim to improve Council services and growth.

RESOLVED – That Committee approved the project plan and timetable.

Consideration of Briefing Paper and Relevant Documentation

RESOLVED – The briefing paper and relevant documentation were noted.

Consideration of Questions that Members wish to ask Stakeholders

RESOLVED – The questions were approved.

**GSC/** **Scrutiny Review - Spotlight Review - The Council's Communication with**  
**57/2** **Businesses**  
**1-22**

Interview One with Mark Ross D2N2 Advisor, Marie Cooper CBE+ and Ian Hans Consultancy

Members heard from Ian Hands Consultancy that it was often difficult to receive engagement from businesses. Out of 1300 business contacted, only 10% had responded. The majority of good data have been obtained via door knocking exercises taken place in towns, rather than surveys, emails or social media.

Committee were also informed that businesses only tend to approach the Council when they are in need of a specific Council service or function such as transactional arrangements.

Businesses advised Committee that were a number of events happening throughout the region such as Corner Stone meetings held by the County Council or Destination Chesterfield. It was suggested that the District Council could send a representative to these events as a networking exercise.

Businesses also considered that a key or single point of contact would be beneficial as it would allow for closer working relationships and a reduction in time taken to achieve answers or results.

Committee heard that when notifying eligible businesses about grant schemes, it was important not to overload them with information but instead explain the benefits and potential achievements. It was suggested that the Council could conduct phone calls with any eligible business.

Businesses outlined their main concerns post-Covid which were recruitment, import and export concerns, logistics, and energy.

Members discussed the interview at length and considered that a Council Relationship Manager for Businesses or business account managers could be a good way of improving connections with local businesses. The District could also work alongside local businesses with resilience planning and community engagement.

Interview Two with the Assistant Director Economic Development,

## Regeneration & Housing Delivery

Assistant Director Economic Development, Regeneration & Housing Delivery delivered a presentation to Committee on the Council's business engagement. This highlighted historical and current engagement as well as some points on what has worked well such as; door knocking, business grants and business networks. Areas that had not worked well included passive forms of communication such as leaflets and emails, promoting what businesses require rather than what the funder has on offer, reaching the decision maker in the business.

Committee also heard future plans such as a business ambassador for the Clay Cross Town Deal, the visitor economy network, localised initiatives and a Clay Cross Town Deal Newsletter.

Members asked the Assistant Director a series of questions and heard that the Council had not been very successful connecting with businesses in the past and that a more targeted approach was needed for the future.

A number of businesses would not engage with the Council due to negative stigma attached to the organisation. To combat this, the Council would be jointly branding webinars and events with the East Midlands Chamber.

The Officer considered that a micro-site and/or separate social media pages solely focussed around businesses could be a good idea as it would help to create a more targeted approach and could be updated regularly so business would have a desire to look at it. This would have relevant financial and security implications that would need to be considered.

Members heard that the District was one of the best Councils in the country at supplying Covid grants to businesses but often the Council was not being proactive with grants and funding in relation to businesses.

Committee were informed that the Council often acted as a signposting organisation for businesses but could work with them in areas such as skills, growth or finding new potential sites or locations. All of this would be done at no cost to the business but these services could only be performed if the businesses approached the Council which at present they were not doing.

Members discussed the interview and discussed what role the authority should play in assisting businesses in this area, as well as the fact that the Council offered a number of services but that they were not packaged as an offer. It was considered that a relationships manager could help to alleviate some of these issues.

The Assistant Director agreed to provide the completed report on the North East Derbyshire District Council Business Advisor Programme Project to the next meeting of Committee.

### **GSC/ Scrutiny Review**

**58/2**

**1-22**

The Committee then considered all of the evidence which it had received

during its review of the Council's engagement with local business.

Committee identified areas of good practice such as the temporary resource in Mark Ross as a business advisor funded by the Covid grant, the effective use of door knocking and face to face engagement, the amount of services offered by the Council.

Members also highlighted a number of areas for improvement. These included; a lack of a dedicated and appropriate channel of communication, a lack of a single point of contact, and a struggle to effectively define and communicate what it offered to businesses.

RESOLVED – That the draft report on the Committee's review be prepared and submitted to Committee for approval.

**GSC/ Forward Plan of Executive Decisions**

**59/2**

**1-22** RESOLVED – That the Forward Plan of executive decisions be noted.

**GSC/ Work Programme**

**60/2**

**1-22** RESOLVED – That the work programme be noted.

**GSC/ Additional Urgent Items**

**61/2**

**1-22** There were no additional urgent items.

**GSC/ Date of Next Meeting**

**62/2**

**1-22** The next meeting of the Growth Scrutiny Committee would be held on Monday 9 May at 1pm.

**GSC/ Venue for Next Meeting**

**63/2**

**1-22** The next meeting of the Growth Scrutiny Committee would be held in the Council Chamber, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG.

**Monitoring of Scrutiny Recommendations – 2021/22**

<b><u>COMMITTEE MAKING RECOMMENDATION</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>DATE OF COMMITTEE</u></b>	<b><u>TO BE ACTIONED BY</u></b>	<b><u>OUTCOMES OF RECOMMENDATION</u></b>
<b>GROWTH</b>	<b>NONE</b>	28 June 2021		
<b>COMMUNITIES</b>	That a review into a potential out of hours service be commenced.	02 July 2021	Overview and Scrutiny Manager	Review scoped and commenced <b>COMPLETE</b>
<b>ORGANISATION</b>	That a review on ICT and Transformation be commenced.	06 July 2021	Overview and Scrutiny Manager	Review scoped and commenced <b>COMPLETE</b>
<b>AUDIT &amp; CORPORATE GOVERNANCE</b>	That additional items be added on to the Committee's work programme including reports on the Council's IT security, safeguarding, benchmarking, projected budget shortfall, and overpaid housing benefit.	28 July 2021	S151 Officer	Items placed on Committee work programme <b>COMPLETE</b>
<b>GROWTH</b>	None	02 August 2021		
<b>ORGANISATION</b>	That a review into ICT & Transformation be commenced.	31 August 2021	Overview and Scrutiny Manager	Review scoped and commenced <b>COMPLETE</b>
<b>COMMUNITIES</b>	None.	03 September 2021		



<p><b>AUDIT &amp; CORPORATE GOVERNANCE</b></p>	<ol style="list-style-type: none"> <li>1. That the Audit and Corporate Governance Scrutiny Committee approve the letter of representation contained within the Audit Completion Report and authorise the Chief Financial Officer to sign the letter on behalf of the Council.</li>   <li>2. The Audit and Corporate Governance Scrutiny Committee approve the audited statement of accounts in respect of 2020/21.</li>   <li>3. That delegated powers are granted to the Chief Financial Officer in consultation with the Chair of the Audit and Corporate Governance Scrutiny Committee to agree any changes which may be necessary in order to ensure the</li> </ol>	<p>22 September 2021</p>	<p>S151 Officer</p> <p>Strategic Partnership Co-ordinator</p>	<p>COMPLETE</p>
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finalisation of the external audit currently being concluded by the Council's external auditors Mazars to ensure completion of the Statement of Accounts by the statutory deadline of 30 September 2021.

4. That the Audit and Corporate Governance Scrutiny Committee approve the local Code of Corporate Governance

5. That delegated powers are granted to the Chief Financial Officer in consultation with the Chair or Deputy Chair of the Audit and Corporate Governance Scrutiny Committee to agree any changes which may be necessary in order to ensure the finalisation of the external audit currently being concluded

	<p>by the Council's external auditors Mazars to ensure completion of the Statement of Accounts by the statutory deadline of 30 September 2021.</p> <p>6. That further information be provided to the Committee in regards to the tendering process for the awarding of grants to external partners.</p>			
<b>GROWTH</b>	To continue monitoring the Council's assets and for the AD of property services to be invited to a future meeting.	27 September 2021	Overview and Scrutiny Manager	Officer gave further update. COMPLETE
<b>ORGANISATION</b>	<p>The Committee requested that the whistleblowing policy be considered by the Council Joint Consultative Group when it was next up for review.</p> <p>Members requested a further update on NBA apprenticeships.</p>	05 October 2021	<p>AD of Governance &amp; Monitoring Officer</p> <p>Senior Scrutiny Officer</p>	<p>Policy not yet due for renewal ONGOING</p> <p>HR &amp; OD Manager invited back to give further update COMPLETE</p>

<b>AUDIT &amp; CORPORATE GOVERNANCE</b>	<p>That the Audit and Corporate Governance Scrutiny Committee approved the updated Anti-Fraud and Corruption Strategy subject to the amendment that further consideration be given to the mitigation identified on the anti-fraud and corruption strategy action plan.</p> <p>That updates on cyber security, section 106 payments, and growth directorate spending be added to the work programme</p>	03 November 2021	S151 Officer	<p>COMPLETE</p> <p>Added to the work programme and considered by Committee. COMPLETE</p>
<b>COMMUNITIES</b>	That further information be provided to the Committee on active service requests from environmental health	12 November 2021	Senior Scrutiny Officer	Information provided. COMPLETE
<b>GROWTH</b>	That a spotlight review on business engagement be commenced.	22 November 2021	Senior Scrutiny Officer	Review commenced COMPLETE
<b>AUDIT &amp; CORPORATE GOVERNANCE</b>	Additions to the work programme including an overview of the Council's	01 December 2021	S151 Officer Head of Internal Audit	COMPLETE

	financial considerations, an updated risk register, and an action plan arising from the external review of internal audit.			
<b>ORGANISATION</b>	Members requested that an update on Members IT be added to the work programme.	7 December 2021	Senior Scrutiny Officer	COMPLETE Added to work programme.
<b>COMMUNITIES</b>	None.	10 December 2021		
<b>AUDIT &amp; CORPORATE GOVERNANCE</b>	The Committee requested additions to the work programme including a returns on investment report, a verbal update on section 106 agreements, and a report on the digital transformation strategy.	12 January 2022	S151 Officer  Head of Internal Audit	COMPLETE Added to work programme.
<b>GROWTH</b>	That a further update be provided on progress against the action plan – previous review on business centres and industrial units.	24 January 2022	Senior Scrutiny Officer  AD Property Services and Estates	Added to work programme  COMPLETE
<b>ORGANISATION</b>	None.	01 February 2022		
<b>COMMUNITIES</b>	The Committee considered progress against the action plan on residential parking –	11 February 2022	Senior Scrutiny Officer	NOT COMPLETE

	previous scrutiny review. The Director of Growth was requested to return to provide a further update.		Director of Growth	Will be added to next year's work programme.
<b>AUDIT &amp; CORPORATE GOVERNANCE</b>	The Committee approved the accounting policies.  The Committee requested a further reports on Section 106 agreements and allocation of resources for the parking strategy.	23 February 2022	S151 Officer  S151 Officer Head of Planning	COMPLETE  NOT COMPLETE To be presented at next meeting.
<b>GROWTH</b>	Review evidence triangulated and report to be prepared for consideration by Committee	14 March 2022	Senior Scrutiny Officer	NOT COMPLETE Report being prepared
<b>ORGANISATION</b>	Review evidence triangulated and report to be prepared for consideration by Committee	29 March 2022	Senior Scrutiny Officer	NOT COMPLETE Report being prepared.
<b>COMMUNITIES</b>	Review evidence triangulated and report to be prepared for consideration by Committee  Committee requested that regular updates and a timetable on delivery be provided on the CCTV in taxis Policy.	01 April 2022	Senior Scrutiny Officer  Environmental Health Manager	NOT COMPLETE Report being prepared.  NOT COMPLETE (ONGOING)

## GROWTH SCRUTINY WORK PROGRAMME 2021/22

MONDAY AT 1:00 PM

Chair: Councillor B Strafford-Stephenson

Vice Chair: Councillor M Emmens

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
28 <sup>th</sup> June, 2020	Remit of the Committee		<ul style="list-style-type: none"> <li>• Briefing on Scrutiny:                             <ul style="list-style-type: none"> <li>- Scene setting</li> <li>- The terms of reference for the Committee</li> <li>- How the Committee operates, ways of working – Discussion</li> </ul> </li> </ul>	Committee Members / Sue Veerman -Overview and Scrutiny Manager
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider items for the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> <li>• To consider suggestions for review and select a topic for the Scrutiny Review</li> <li>• Consider what we want to look at</li> <li>• Consider stakeholders who we want to see</li> </ul>	Committee Members  Items received from officers
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Forward Plan of Executive Decisions</li> </ul>	Sue Veerman- Overview and Scrutiny Manager

<b>2<sup>nd</sup> August,2021</b>	Apprenticeships	Review	<ul style="list-style-type: none"> <li>To consider a presentation from the Human Resources Manager on Apprentices</li> </ul>	Sara Gordon – Human Resources Manager –
	Housing Strategy	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the new Housing Strategy</li> </ul>	Di Parker – Joint Housing Policy and Intelligence Officer -
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive 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>	Sue Veerman Overview and Scrutiny Manager
<b>27th September, 2021</b>	Discussion on Assets	Review	<ul style="list-style-type: none"> <li>Management of Assets</li> <li>Mill Lane</li> </ul>	Anthony Kimble and David Broom-will be in attendance
	Dronfield Development	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider an update on progress of this development</li> </ul>	Gill Callingham Director and Bryan Harrison
	Procurement	Review	<ul style="list-style-type: none"> <li>To discuss Procurement Arrangements within the Authority</li> </ul>	Jayne Dethick HoS- Finance and Sandy Williams – Procurement Manager
	In House Services	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>General discussion on this topic</li> </ul>	Lee Hickin – Director of Corporate Services and Head of Paid Services
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>To select Review topic and scope it</li> </ul>	Committee



	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive 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>	Sue Veerman Overview and Scrutiny Manager
<b>22nd November, 2021</b> <i>Informal meeting</i>	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>Discussion on Review Topic</li> </ul>	Committee
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive 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>	Sue Veerman Overview and Scrutiny Manager
<b>24 January 2022</b>	Discussion on Assets	Monitor and challenge	<ul style="list-style-type: none"> <li>Management of Assets</li> <li>Mill Lane</li> </ul>	Anthony Kimble will be in attendance <b>accepted</b>
	Previous Review	Review	<ul style="list-style-type: none"> <li>To consider progress on the Business Centres and Industrial Units review</li> </ul>	Anthony Kimble <b>accepted</b>
	Growth Strategy	Monitor and challenge	<ul style="list-style-type: none"> <li>To discuss progress on implementation of the Growth Strategy</li> </ul>	Portfolio Holder and Director of Economic Growth and Development - <b>accepted</b>

	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>	Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Committee's Work Programme</li> </ul>	Overview and Scrutiny Manager
<b>14<sup>th</sup> March, 2022</b>	Spotlight Scrutiny Review	Review	<p>Approval of Project Plan and timetable</p> <p>Consideration of briefing paper and relevant documentation</p> <ul style="list-style-type: none"> <li>Briefing Paper on Business Engagement.</li> <li>Business Advisor Programme Project Update.</li> <li>NED Business Network Evaluation May 2018.</li> <li>NED Business Skills Audit – Lessons Learned.</li> </ul> <p>Consideration of questions that Members wish to ask stakeholders</p>	Committee Damon Stanton – Senior Scrutiny Officer
	Scrutiny Review - Spotlight Review – The Council's communication with businesses	Review	<p>Interviews</p> <ul style="list-style-type: none"> <li>Mark Ross - D2N2 Business Advisor</li> <li>Business CBE+</li> </ul>	

			<ul style="list-style-type: none"> <li>• Business Ian Hands Consultancy</li> <li>• Karl Apps - Assistant Director – Economic Development, Regeneration, and Housing Delivery</li> </ul>	
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>• Triangulation of Evidence</li> </ul>	Committee
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Forward Plan of Executive Decisions</li> </ul>	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> <li>• To consider the Committee’s Work Programme</li> </ul>	Damon Stanton – Senior Scrutiny Officer
9 <sup>th</sup> May, 2022	Clay Cross Town Deal and Masterplan for Eckington and Killamarsh	Monitor and Review challenge	<ul style="list-style-type: none"> <li>• To receive an update on the Clay Cross Town Deal and masterplan for Eckington and Killamarsh</li> </ul>	Karl Apps - Assistant Director Economic Development, Regeneration and Housing Delivery <b>accepted</b>
	Partnership Activities in Support of Growth	Monitor and challenge	<ul style="list-style-type: none"> <li>• To consider an update on the work of the Partnership Team</li> </ul>	Steve Lee- Assistant Director – Transformation and Communications <b>accepted</b>
	Previous Review	Review	<ul style="list-style-type: none"> <li>• To consider progress on the Business Centres and Industrial Units review with a view of finalising the review as complete</li> </ul>	Tony Kimber – Assistant Director of property services <b>accepted</b>

	Scrutiny Review Report	Review	<ul style="list-style-type: none"> <li>To finalise the Scrutiny Review Report</li> </ul>	Committee
	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>	Damon Stanton – Senior Scrutiny Officer
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>	Damon Stanton – Senior Scrutiny Officer
	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>	Damon Stanton – Senior Scrutiny Officer