

**ORGANISATION WORK PROGRAMME 2021/22  
TUESDAY AT 10:00 AM**

**Chair: Cllr Steve Clough    Vice Chair Cllr Heather Liggett**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>SCRUTINY ACTIVITY</b>	<b>WHAT IT WILL COVER</b>	<b>UPDATE/COMMENTS</b>
<b>6<sup>th</sup> July, 2021</b>	Remit of the Committee		<ul style="list-style-type: none"><li>• Briefing on Scrutiny:<ul style="list-style-type: none"><li>- Setting the scene</li><li>- The terms of reference of the Committee</li><li>- How the Committee operates, ways of working - Discussion</li></ul></li></ul>	Sue Veerman - Overview and Scrutiny Manager/ Committee Members
	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

	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	List of key 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>31<sup>st</sup> August, 2021</b>	Annual Report of Human Resources and Organisational Development	Monitor and challenge	<ul style="list-style-type: none"> <li>➤ Organisational Development</li> <li>➤ Apprentices</li> <li>➤ Question and Answer Session</li> </ul>	Human Resources Manager
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>➤ Scoping of Review including scene setting – ICT and Transformation</li> </ul>	Lead Officer Committee
	List of key 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

5 <sup>th</sup> October, 2021	Whistleblowing	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• Discussion with Monitoring Officer</li> </ul>	Sarah Sternberg accepted
	Ethics and Culture	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• Discussion with a member of staff</li> </ul>	In private - accepted
	Scrutiny Review		<ul style="list-style-type: none"> <li>• Approval of Project Plan</li> <li>• Approval of timetable for the review</li> <li>• Documentation</li> </ul>	
	List of key 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

7 <sup>th</sup> December, 2021	Scrutiny Review	Consultee, monitor and challenge	Interviews <ul style="list-style-type: none"> <li>• Kristen O Gorman - Project and Development Manager 10.00</li> <li>• Andrew Gascoigne - Revenues and Benefits Manager 11.00</li> <li>• Matt Finn – Environmental Health Manager 11.30</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>	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>	Overview and Scrutiny Manager
<b>1<sup>st</sup> February, 2022</b>	Scrutiny Review – ICT & Transformation	Review	Interviews <ul style="list-style-type: none"> <li>• Gillian Sladen (CEO of Citizens Advice NED) &amp; Liz Holt (CA Mid Mercia) 10.00</li> <li>• David Vickers &amp; Amar Bashir 10.30</li> </ul>	Committee

	Transformation Programme update	Monitor and challenge	<ul style="list-style-type: none"> <li>To consider progress against the action Plan (including WFH project and impacts of Pandemic)</li> </ul>	Lee Hickin –Director Matt Broughton – HOS
	List of key 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 Committees’ work programme</li> </ul>	Overview and Scrutiny Manager
<b>29<sup>th</sup> March, 2022</b>	Scrutiny Review – ICT & Transformation	Review	<p>Interviews</p> <ul style="list-style-type: none"> <li>Rachael Pope - Customer Services Manager - <b>Accepted</b></li> </ul>	Committee Members
		Consultee, monitor and challenge	<p>Update on apprenticeships/degrees from the HR &amp; OD Manager - <b>Accepted</b></p>	Sara Gordon
	Scrutiny Review – ICT & Transformation	Review	<ul style="list-style-type: none"> <li>Triangulation of evidence – Scrutiny Review</li> </ul>	Committee Members

	List of Key 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>10<sup>th</sup> May, 2022</b>	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> <li>To agree the draft report for Scrutiny Review</li> </ul>	
		Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To receive an update on Members IT</li> </ul>	
	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>	Overview and Scrutiny Manager
	List of key 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 whether the Committees' work programme has been completed at year end</li></ul>	Overview and Scrutiny Manager
--	-------------------------	----------------------------------	---	-------------------------------