

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

Chair: Cllr Steve Clough Vice Chair Cllr Heather Liggett

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
6th July, 2021	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
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Sue Veerman- Overview and Scrutiny Manager
31st August, 2021	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
	Scrutiny Review	Review	<ul style="list-style-type: none"> ➤ Scoping of Review including scene setting – ICT and Transformation 	Lead Officer Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive 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

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

7 th December, 2021	Scrutiny Review	Consultee, monitor and challenge	Interviews <ul style="list-style-type: none"> • Kristen O Gorman - Project and Development Manager 10.00 • Andrew Gascoigne - Revenues and Benefits Manager 11.00 • Matt Finn – Environmental Health Manager 11.30 	Committee
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive Decisions 	Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Overview and Scrutiny Manager
1st February, 2022	Scrutiny Review – ICT & Transformation	Review	Interviews <ul style="list-style-type: none"> • Gillian Sladen (CEO of Citizens Advice NED) & Liz Holt (CA Mid Mercia) 10.00 • David Vickers & Amar Bashir 10.30 	Committee

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

	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee’s Work Programme 	Damon Stanton – Senior Scrutiny Officer
10th May, 2022	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	
	Members IT provisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To receive an update on Members IT 	<p>Matt Broughton – Director of Transformation</p> <p>Sarah Sternberg – Assistant Director of Governance and Monitoring Officer</p>
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Damon Stanton – Senior Scrutiny Officer
	List of key decisions	Consultee, monitor	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer

		and challenge		
	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 	Damon Stanton – Senior Scrutiny Officer