

**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></ul>	Committee members

			<ul style="list-style-type: none"> <li>Consider stakeholders who we want to see</li> </ul>	
	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	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>	Sue Veerman Overview and Scrutiny Manager

		challenge		
	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>5<sup>th</sup> October, 2021</b>	Whistleblowing	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Discussion with Monitoring Officer</li> </ul>	Sarah Sternberg <b>accepted</b>
	Ethics and Culture	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>Discussion with a member of staff</li> </ul>	In private - <b>accepted</b>
	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	<ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>	Sue Veerman Overview and Scrutiny

		and challenge		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	<p>Interviews</p> <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	<p>Interviews</p> <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</li> </ul>	Committee Members

			Manager - <b>Accepted</b>	
		Consultee, monitor and challenge	Update on apprenticeships/degrees from the HR & OD Manager - <b>Accepted</b>	Sara Gordon – HR & OD Manager
	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>	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To consider the Committee’s Work Programme</li> </ul>	Damon Stanton – Senior Scrutiny Officer
<b>24 May 2022</b>	Members IT provisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>• To receive an update on Members IT.</li> </ul>	Alan Maher – Interim Governance Manager  Sarah Sternberg – Assistant Director of Governance and Monitoring Officer

				Nicola Astle – Joint ICT Service Delivery Manager
	Rykneld Homes	Consultee, monitor and challenge	<ul style="list-style-type: none"> <li>To receive an update on Rykneld Homes.</li> </ul>	<p>Karl Apps - Assistant Director Economic Development, Regeneration and Housing Delivery</p> <p>Lorraine Shaw – Managing Director Rykneld Homes Ltd</p>
	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
	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>	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

