

**ORGANISATION WORK PROGRAMME 2022/23  
TUESDAY AT 10:00 AM**

**CHAIR: Cllr S Clough    VICE CHAIR: Cllr M Emmens**

| <b>MEETING DATE</b> | <b>AGENDA ITEM</b>                 | <b>SCRUTINY ACTIVITY</b> | <b>WHAT IT WILL COVER</b>   | <b>UPDATE/COMMENTS</b>  |
|---------------------|------------------------------------|--------------------------|---|---|
| <b>19 July 2022</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> | Damon Stanton – Senior Scrutiny Officer/<br>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   |
|                     | Review Report                      | Review                   | <ul style="list-style-type: none"><li>• To agree the Scrutiny Review Report</li></ul>   | Committee   |

|                                   |   |                                  |  |  |
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|                                   |   |                                  | – ICT & Transformation   | Senior Scrutiny Officer  |
|                                   | 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/<br>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  |
| <b>06 September 2022 (at 3pm)</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<br><i>Accepted</i>   |
|                                   | Scrutiny Review 2022/23   | Review                           | <ul style="list-style-type: none"> <li>➤ Scoping of Review including scene setting – Planning Enforcement</li> </ul>                         | Richard Purcell – Assistant Director of Planning<br><br>Ken Eastwood – Assistant Director of Environmental Health<br><br>Cllr Charlotte Cupit – Deputy Leader & Portfolio Holder for |

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|                         |                         |                                  |  | Environmental Services   |
|                         | 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 Committees’ work programme</li> </ul>   | Damon Stanton – Senior Scrutiny Officer  |
| <b>15 November 2022</b> | Working from home       | Monitor and challenge            | <ul style="list-style-type: none"> <li>To receive an update on the Council’s agile working policy and plans for Mill Lane.</li> </ul>            | Sarah Sternberg<br>Sara Gordon<br>Matt Broughton<br>Lee Hickin <b>Accepted</b> |
|                         | Staff vacancies         | Monitor and challenge            | <ul style="list-style-type: none"> <li>To discuss staff turnover and vacancy rates at the Council</li> </ul>                                     | Sarah Sternberg<br>Sara Gordon<br>Matt Broughton<br>Lee Hickin <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> |  |
|                         | Scrutiny Review         | Review                           | <ul style="list-style-type: none"> <li>Interviews TBC</li> </ul>   |  |
|                         | List of key decisions   | Consultee,                       | <ul style="list-style-type: none"> <li>To consider the Forward Plan of</li> </ul>  | Damon Stanton – Senior   |

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|                        |                                 | monitor and challenge            | Executive Decisions   | Scrutiny Officer                        |
|                        | Scrutiny Work Programme         | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>  | Damon Stanton – Senior Scrutiny Officer |
| <b>24 January 2023</b> | Scrutiny Review                 | Review                           | <ul style="list-style-type: none"> <li>Interviews TBC</li> </ul>  |   |
|                        | Transformation Programme update | Monitor and challenge            | <ul style="list-style-type: none"> <li>To consider an update on the Transformation Programme</li> </ul>                                 | Steve Lee – 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>                                   | Damon Stanton – Senior Scrutiny Officer |
|                        | Scrutiny Work Programme         | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>  | Damon Stanton – Senior Scrutiny Officer |
| <b>14 March 2023</b>   | Scrutiny Review                 | Review                           | <ul style="list-style-type: none"> <li>Triangulation of evidence – Scrutiny Review</li> </ul>   | Committee Members                       |
|                        | Previous Review                 | Review                           | <ul style="list-style-type: none"> <li>To consider progress against the action plan – working from home during the pandemic.</li> </ul> | Sara Gordon – HR & OD 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>                                   | Damon Stanton – Senior Scrutiny Officer |

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|                    | 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>16 May 2023</b> | Draft Scrutiny Review report      | Review                           | <ul style="list-style-type: none"> <li>To agree the draft report for Scrutiny Review</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>    | 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 |