

**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/ 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

			– 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/ 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 <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  Ken Eastwood – Assistant Director of Environmental Health  Cllr Charlotte Cupit – Deputy Leader & Portfolio Holder for

				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 plans for Mill Lane (in respect of agile working)</li> </ul>	Damien Johnson – Assistant Director of Property, Estates & Assets <b>Accepted</b>
	Staff vacancies	Monitor and challenge	<ul style="list-style-type: none"> <li>To discuss the agile working policy, staff turnover, and vacancy rates at the Council</li> </ul>	Sara Gordon – HR & OD Manager <b>Accepted</b>
	Scrutiny Review	Review	<ul style="list-style-type: none"> <li>To receive a report outlining Planning Enforcement procedures and multi-agency working</li> </ul>	Richard Purcell – Assistant Director of Planning Ken Eastwood – Assistant Director of Environmental Health
	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>24 January 2023</b>	Scrutiny Review	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>	
		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
	Rykneld Homes	Consultee and monitor	<ul style="list-style-type: none"> <li>To receive an update on Rykneld Homes</li> </ul>	Lorraine Shaw – Managing Director Rykneld Homes Ltd

	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
	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>	
	Previous Review	Review	<ul style="list-style-type: none"> <li>To consider the lead office response – previous scrutiny review on ICT &amp; Transformation</li> </ul>	<p>Jayne Dethick – Director of Finance &amp; Resources &amp; S151 Officer</p> <p>Steve Lee – Assistant Director of Transformation &amp; Communication</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,	<ul style="list-style-type: none"> <li>To consider the Forward Plan of</li> </ul>	Damon Stanton – Senior

		monitor and challenge	Executive Decisions	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